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Officer, Category Management-190056

Primary Location Belgium-Brussels

NATO Body NATO International Staff (NATO IS)

Schedule Full-time

Salary (Pay Basis) : 5,467.45Euro (EUR) Monthly

Grade A.2

Description:

1. SUMMARY

The Office of Financial Control (OFC) is responsible for the management of financial and budgetary control systems for several NATO entities, primarily the NATO International Staff (IS) civil budget. As the custodian of member Nations' funds, the OFC provides reliable and value adding financial and procurement services in support of front-line Divisions, enabling them to achieve their objectives. It works to comply with the NATO Financial Regulations (NFRs), International Public Sector Accounting Standards (IPSAS) and other best practices, including the management of enterprise risk.

The OFC is responsible for procurement, financial operations and reporting for: the NATO IS civil (including remote offices) and reimbursable budgets; all NATO-wide pensions funds (currently: defined benefit pension scheme, defined contribution pension scheme and retirees medical claims fund); the New NATO Headquarters Project and other NATO agencies/bodies located at NATO HQ for which OFC is responsible for providing procurement, budgetary, financial and accounting services, which currently are the NATO Naval Forces sensors and weapons Accuracy Check Site (FORACS) and the Munitions Safety Information Analysis Centre (MSIAC). OFC is also responsible for providing finance and accounting support to a number of extra budgetary funds (including trust funds) and bilateral arrangements.

Standards applicable to NATO in the finance area are the NFRs, the NATO's Financial Rules and Procedures, the NATO Accounting Framework, the IPSAS, the NATO Civilian Personnel Regulations (CPRs), and the NATO Code of Conduct.

The Office of Financial Control is organised around four main functions, (1) Finance, Accounting and Control, (2) Treasury, (3) Procurement and (4) Enterprise Resource Planning (ERP) competency centre.

The Officer, Category Management, under the supervision of the Head, Procurement, is responsible for overseeing and managing the procurement and contractual aspects related to a portfolio of goods and services required for the maintenance and operation of the New NATO HQ, while ensuring the required quality and standards as well as legal compliance and adherence to NATO's financial and procurement regulations. The role of the Officer, Category Management is to develop and implement enterprise-wide sourcing strategies that lead to higher levels of supplier quality and lower cost of ownership for products and services. The Officer, Category Management is responsible for developing an enterprise-wide view and strategy of targeted categories by periodically conducting a spend analysis to track changing category spend volumes and characteristics, capturing and developing business requirements to enable best value, and conducting, personally or through the Procurement Officers assigned to the Procurement Service, sourcing and contract management processes to ensure the achievement of planned benefits.

The Officer, Category Management acts for, or represents, the Head of Procurement, when required and has legal authority to enter into commercial agreements on behalf of the Organization within the limits specified in her/his procurement warrant and applicable regulations.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- possess a university degree in any of the following domains: commerce, trade, purchasing, supply, economics, management, law, business administration or engineering or equivalent;
- have at least 3 years' procurement and contracting experience, which must include at least 2 years of experience as category manager or senior procurement officer, preferably, in services, non-manufacturing, or public sectors;
- be at least Level 3 United Nations Development Programme/Chartered Institute of Purchasing and Supply (CIPS) certified or possess an equivalent level of qualification granted by a national professional association or academic institution;
- have significant experience in supplier and proposal evaluation activities and in organising, managing, and leading supplier and proposal evaluation teams;
- have demonstrable problem solving, facilitation, and conflict resolution skills;
- possess excellent verbal and written communication skills;
- have expertise in contemporary strategic sourcing processes commonly used by best-in-class organisations, particularly in non-manufacturing and public sectors;
- have demonstrated experience in using current sourcing and procurement technologies (e.g. e-sourcing, e-procurement, spend analysis, contract management systems, etc.);
- have advanced knowledge of MS Word, MS Excel, and MS PowerPoint;
- have experience in the use of ERP systems such as Oracle E-Business Suite (EBS), SAP, or other;
- possess strong negotiation and contract management skills;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; and III ("Intermediate") in the other.

DESIRABLE:

The following would be considered an advantage:

- a post-graduate degree in purchasing, contracting, or supply management;
- at least Level 4 UNDP/CIPS certification or equivalent or a higher level of qualification granted by a national professional association;
- extensive experience or formal training in procurement for government or International Organisations;
- experience in the use of Oracle EBS in general and more particularly with the use of Purchasing, Sourcing, and Procurement Contracts applications of Oracle EBS;
- experience with the use of MS SharePoint or similar collaboration sites;
- experience or professional certifications as a project manager;
- familiarity with NATO procurement procedures and regulations.

3. MAIN ACCOUNTABILITIES

Project Management

Formulate procurement strategies and design innovative solutions. Implement strategies and develop plans to accomplish business operations and objectives. Arrange and assign work to use resources efficiently and effectively. Develop procurement plans, assign organisational resources, and optimise processes to fulfil Organizational goals within relevant constraints and in compliance with regulations. Implement and monitor procurement plans from initiation to conclusion, conduct associated procurement actions and monitor benefit realisation. Establish financial/budgetary and administrative criteria for programme funding and control.

Stakeholder Management

Prepare, manage, and facilitate a wide variety of events and procurement actions with industry and or NATO representatives such as requirements workshops, site-visits, pre-solicitation conferences, bidders' conferences, solicitations, source selection processes, negotiation sessions, and contract performance evaluation meetings. Work closely with other business functions, Units and/or NATO bodies, to identify and drive best value opportunities. Develop organisational standards and best practices for professional relationships with internal and external customers. Identify and resolve Organization-wide customer service issues. Model and promote positive customer relationships with internal and external customers.

People Management

Determine direction by influencing groups and direct these groups toward a specific goal or mission. As a skilled conflict resolution practitioner, collaboratively resolve conflicts by managing reactions, perceptions and behaviours.

Expertise Development

Possess and continuously acquire professional procurement skills and/or knowledge of procurement law, policies, regulations, practices and NATO policies and procedures. Acquire knowledge of accounting principles and methods in relation to procurement. Continuously improve knowledge of relevant sources, prices, market factors, cost and production structures, trends, commercial strategies, and product characteristics of commodities/contracts. Stay abreast of relevant best practices and the use of professional tools and systems. Assess vendors' financial standing and viability. Use a wide variety of price and cost analysis techniques and tools.

Knowledge Management

Research and analyse data, identifying market trends and buying habits, in order to maximise efficiencies. Using available tools, store, administer, and share procurement and contract documentation.

Information Management

Monitor and ensure adherence to established standards. Collect and process procurement-related information.

Perform any other related duties as assigned.

4. INTERRELATIONSHIPS

The incumbent reports to the Head of the Procurement Service. S/he will work closely with the other members of the Service and Sections of the Office of Financial Control, the Budget Planning and Analysis Section and Divisions/Independent Offices across the NATO IS, as well as other NATO entities, and National Delegations. S/he will interact with external suppliers on a regular basis and regularly review the work of the other staff (buyers, ordering officers, and procurement officer representatives). S/he will also coach/train internal clients' technical managers as required.

Direct reports: N/a

Indirect reports: N/a.

5. COMPETENCIES

The incumbent must demonstrate:

- Achievement: Works to meet standards;
- Analytical Thinking: Sees multiple relationships;
- Clarity and Accuracy: Checks own work;
- Conceptual Thinking: Applies learned concepts;
- Customer Service Orientation: Takes personal responsibility for correcting problems;
- Empathy: Is open to others' perspectives;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Is decisive in a time-sensitive situation;
- Organizational Awareness: Understands organizational climate and culture;
- Teamwork: Solicits inputs and encourages others.

6. CONTRACT:

Contract to be offered to the successful applicant (if non-seconded): Definite duration contract of three years; possibility of renewal for up to three years, during which the incumbent may apply for conversion to an indefinite duration contract.

Contract clause applicable:

In accordance with the contract policy, this is a post in which turnover is desirable for political reasons in order to be able to accommodate the Organisation's need to carry out its tasks as mandated by the Nations in a changing environment, for example by maintaining the flexibility necessary to shape the Organisation's skills profile, and to ensure appropriate international diversity.

The maximum period of service foreseen in this post is 6 years. The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 3 years. However, according to the procedure described in the contract policy the incumbent may apply for conversion to an indefinite contract during the period of renewal and no later than one year before the end of contract.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject also to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is six years.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Régulations.

7. RECRUITMENT PROCESS:

Please note that we can only accept applications from nationals of NATO member countries.

Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: www.nato.int/recruitment

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

More information about the recruitment process and conditions of employment, can be found at our website (<http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>)

8. ADDITIONAL INFORMATION:

NATO as employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The organization offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.

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