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Senior Contracting Officer-180191

Primary Location Belgium-Brussels

NATO Body NATO Communications and Information Agency (NCI Agency)

Schedule Full-time

Salary (Pay Basis) : 6,620.31Euro (EUR) Monthly

Grade A.3

Description:

Are you a Senior Contracting Officer with experience in performing contracting functions with a thorough understanding of competitive and sole source procurement principles and practices, negotiation skills, cost and price analysis techniques, contract law, contract administration and industry practices? If yes, this position is ideal for you!

Role responsibilities:

Acquisition Directorate (ACQ) provides the full range of acquisition expertise and activities which support the planning, implementation and maintenance of the required capability to support the Agency's strategic goals and missions. These functions include Contracting, Integrated Logistics Support, Cost Estimating and Analysis and Industry Relations. Acquisition Directorate is the Agency focal point for all industry relations and industry participation in NCI Agency work, amongst other ensuring participation of small and medium sized enterprises. Directorate controls all acquisition activities to ensure proper risk management and protects the legal and financial liabilities of the Agency and implements Best Practices relating to all acquisition activities, including Life Cycle Acquisition. Ensures impartial, unbiased, timely and accurate execution of all actions performed and develops, implements and monitors the use of NCI Agency acquisition policy and procedures. Directorate conducts all source selection activities of the NCI Agency as well as establishes, administers and effectively communicates Agency policies and practices, documents and actions necessary to implement the Agency's acquisitions.

Under the direction of the Principal Contracting Officer, but largely on own initiative, you will perform the following duties:

- Planning, drafting, negotiation, award and administration of contracts for goods and services for projects assigned by the Director of Acquisition;
- Responsible for the contractual activities and actions relating to the projects to which he/she is assigned;
- Supporting Project Managers to whom assigned, for the provision of high quality, effective and professional contracting services;
- Drafting of acquisition strategy on projects assigned;
- Leading all contractual matters in the competitive bidding process including issuing Notification of Intent to Invite Bids, establishment of Bidders' Lists, drafting, coordinating and releasing of the Invitation For Bid, evaluation of

contractual content of bids, conduct of pre-award discussions and award of contracts in accordance with the Agency's procurement procedures;

- Ensuring a sole source justification is obtained for sole source contracts and deviations from prescribed procurement methods, ensuring adequate cost and pricing information is provided and analysed, negotiating a fair and reasonable price and for the establishment of a contract in accordance with Agency procedures;
- Signing contractual documents in accordance with the Agency's directive on signature policy;
- Coordinating and liaising with contractors and other Agencies to ensure compliance and timely performance of all contract tasks;
- Performing all contractual matters as stipulated above for software intensive contracts and software framework contracts;
- Performing contract management and administration tasks including processing payments, contract changes and amendments, settling claims and termination action;
- Providing high quality and timely contribution to ACQ and NCI Agency reporting;
- Informing Principal Contracting Officer of status, problems and concerns;
- Deputizing for higher grade staff, if required;
- Performing any other duties as may be required.

Person specification

Qualifications required:

We are looking for a candidate with a Master of Science (MSc) degree at a nationally recognised / certified University in a related discipline (Business, Law or Public Administration) with 5 years post related experience;

Or a Bachelor of Science (BSc) degree at a nationally recognised/certified University in a related discipline (Business, Law or Public Administration) with 7 years post related experience;

Or exceptionally, the lack of a degree may be compensated by a lower academic qualification combined with the demonstration of particular abilities or experience of relevance to this post, or with a military experience in a related subject;

Experience required:

In addition to at least 5 years' experience at a significant level of responsibility (e.g., Contracts Manager, Procuring Contracting Officer) in performing contracting functions including the award and administration of high value contracts for complex systems level acquisitions, you will have:

- Significant experience with, and a thorough understanding of, competitive and sole source procurement principles and practices, negotiation skills, cost and price analysis techniques, contract law, contract administration and industry practices;
- Ability to work independently with minimal supervision directly with a project manager on a complex, large systems level acquisition ;
- Proven ability to communicate effectively orally and in writing with experience in providing presentations and briefs to upper management.
- Experience in use of automated tools (e.g. Enterprise Resource Planning, Financial systems).

Desirable Experience:

The ideal candidate will possess some or all of the following:

- Direct contracting experience at lower levels that exceeds the minimum stated above;
- Previous experience working on international procurements;
- Previous experience in contracting for software intensive projects and software development projects;
- Previous experience in team management;
- Knowledge of and experience with Life Cycle acquisition;
- A sound knowledge of NATO rules and regulations;
- Experience with Performance Based Contracting and contracts based on Service Level parameters;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Competencies required:

We are looking for a person who demonstrates the following behavioural competencies:

Adhering to Principles and Values - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.

Delivering Results and Meet Customer Expectations - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

Following Instructions and Procedures - Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role.

Relating and Networking - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.

Planning and Organising - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Travel:

Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCI Agency offices;

May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Language skills:

A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.

NOTE: Most of the work of the NCI Agency is conducted in the English language.

Professional Contacts:

You will be responsible for promoting and maintaining professional relations with staff and colleagues within the Agency, with staff from other NATO organizations, and with contacts from external bodies: industry counterparts, NATO Delegations and staff, and with appropriate national authorities.

Supervisory/Guidance Duties:

You will be responsible to:

- Provide subject matter advice and guidance to the customers he/she supports;
- In the absence of the Principal Contracting Officer, he/she shall provide guidance and supervision to lower grade individuals in the team as well as some mentoring to this staff whenever needed.

Working Environment

Normal office environment.

Contract

NCI Agency normally offers contracts of employment of a definite duration, not exceeding three years. Contracts may be for less than three years as required to support short-term projects, meet uncertainty with respect to the business outlook, staff performance and other factors.

Definite duration contracts may be extended for further periods. When extending contracts, the following is taken into consideration:

- Renewal is in the interest of the Agency.
- Staff member's desire to remain with the Agency.
- The financial situation provides sufficient funding for the post held.
- The skills, competencies and behaviours, potential and work experience of the staff, versus the requirements of the Agency's work and/or availability of funding.
- Staff member has served the Agency with performance to the required standard as defined by the Agency,
- Staff member's deployability to operational theatre.

Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

The first six months of definite duration contracts are a probationary period. During this period the staff member's work is assessed to ensure that he/she has the ability to carry out the duties of the post. At or before the end of the probationary period, the staff member will be notified in writing that the appointment is confirmed or terminated or, in exceptional cases, that the probationary period is extended.

What do we offer?

- Excellent tax-free salary, including (where eligible) expatriation household and children's allowances and additional privileges for expatriate staff.

- Education allowance for children (where appropriate) and an excellent private health insurance scheme;
- Generous annual leave and home leave (if eligible).
- Retirement Pension Plan.

To learn more about NCI Agency and our work, please visit our website.

Please note: Due to the Agency's transition into a new structure in the near future, this post may be subject to transfer to one of our other locations, as well as to a change of reporting lines. The final decision will be made at the time of a firm offer.

The Agency's recruitment team advises you that due to the large volume of applications it receives the screening process may take up to 2 months.

We appreciate your patience.

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