

## **NOTIFICATION OF A CIVILIAN PERSONNEL REQUIREMENT AT JOINT FORCE COMMAND HEADQUARTERS BRUNSSUM**



### **Our Requirement:**

Title: Senior Contracting Officer

Grade: 15

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 29 March 2026

### **Our organisation**

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by Supreme Allied Commander Europe (SACEUR).

The Finance Directorate (J8) is responsible for all financial operations and correct application of all funds approved for use by JFCBS.

The Purchasing and Contracting Branch is responsible for the full spectrum of contracting activities in support of the JFCBS and its supported entities as well as in support of operations and exercises.

The Contracting Operations and Contingencies Section awards, administers, enters into and terminates contract actions and executes procedures in support of the JFC and its supported entities.

The incumbent is a Senior (Unlimited Warrant) Contracting Officer and manages the acquisition process pertaining to the assigned contracting activities.

### **The main duties of Senior Contracting Officer are to:**

- Be responsible for the contract portfolio under JFC Brunssum HQs.
- Directs and executes Exercise/Training and Theatre(s) portfolio(s) of bid solicitations, negotiations, terminations and awards and certifies vendor compliance.
- Perform all necessary administration required to procure and complete contracting requirements from acquisition planning to award phases.
- Be a member of the Contract Awarding Committee (CAC) or responsible for evaluating bid proposals which assess prices and contractor reliability. Additionally, administer International and Sealed bid solicitations, negotiates contract terms and conditions, preparing the contract for award and administers contract actions.
- Evaluate and screen HQ request for waivers/ exceptions to bidding procedures, make written recommendations to the Director of Finance/Financial Controller/J8 for approval.
- Process request for deviations to normal procurement procedures.

- Award contracts to successful bidders independently or with mutual consent by the Financial Controller in accordance with the established limits and regulations.
- Ensure contractors adhere to regulations by periodically evaluating, measuring and reporting contractors' performance.
- Train and supervise work delegated to Contracting Officer's Technical Representatives.
- Take appropriate actions, such as making related determinations and findings such as but not limited to, changes, modifications, issuing cure notices, suspension of work, stop work orders, terminations, assessment of liquidated damages, and issuances of final contracting officer determinations.
- Close out contracts and verifies all administrative matters are concluded.
- Negotiate settlement of disputes, develop technical specifications and contracts for procurement actions, and coordinates bidding activities.
- Provide reimbursable procurement services to external agencies through Service Level Agreements (SLAs) and Logistics Service Agreements (LSAs).
- Compete, award and administer contracts for forward deployed locations in support of urgent requirements prescribed by the Operations and/or Exercises Command Group.
- Exercise the aforementioned in such a manner to safeguard the interest of JFC Brunssum, SHAPE and NATO in all assigned contract relationships.
- Undertake work as part of project team or working group as directed or assigned.
- Develop contracting elements of OPLANS and other associated documents, publications.
- Ensure continuity and retain corporate knowledge across P&C activities.
- Provide mentoring and coaching to other contracting officers.
- Proactively participate in defining, mitigating and managing the risks within the functional area of responsibility in the Finance Directorate and actively contributes to implement and maintain the internal control framework of the Finance Directorate/J8.

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

**Required Qualifications are:**

- English – good – NATO Standard Language Proficiency 3333 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.

*NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.*

- University degree or equivalent degree in supply chain management, commercial and mercantile law, logistics, inventory management, procurement or relevant field / discipline.
- Minimum 3 years professional experiences in acquisition processes in a senior management position.
- Minimum 3 years professional experience in the procurement/contracting field including executing the full cycle of procurement specifically having held an unlimited warrant or equivalent authority to sign contracts.
- Contracting experience at management level in a position leading and improving the procurement activity, negotiating complex contracts associated with extensive knowledge of international contract and business law.
- Experience in contracting for military or international organizations, as a warranted contracting officer.

**Desirable Qualifications are:**

- Comprehensive understanding of operational logistics.
- Professional experience in financial management positions, supply management or logistics.
- Completion of for this position relevant courses/ training.

**The successful candidate possesses following personal attributes/skills:**

- ✓ Excellent communication skills, both oral and written - able to communicate at all levels;
- ✓ Excellent interpersonal skills including tact and diplomacy;
- ✓ Ability to collaborate and work with different stakeholders;
- ✓ High level of organizational and coordination skills;
- ✓ Flexibility and adaptability.

The successful selected candidate must be able to obtain and maintain a security clearance and is required to pass a medical examination before an employment contract offer will be released. The medical examination will take place with our medical consultant, is required to determine if the recommended candidate is fit to perform the duties and is deployable to NATO's areas of operation.

Due date for receipt of applications: Sunday 29 March 2026, 23:59

Candidates have to apply electronically in NATO Talent Acquisition Program:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

**IMPORTANT:**

Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions and description of your work experiences. Your answers must be comprehensive and stand alone; do not rely on attached documents for essential information (*Attachments are supporting documents and should not be referred to in the job submission*). For example, if a pre-selection question asks you to justify how you meet the minimum experience requirement, you must explicitly detail in the answer box *how* your experience directly aligns with, or exceeds, the stated requirement. Simply stating you meet the requirement is insufficient; provide concrete examples and quantifiable details. These experiences should also be included in the description of your work experiences.

Only candidates meeting ALL essential required qualifications will be considered and be assessed in competition with other candidates. Results are expected to be communicated by end of April 2026; Test & Interviews will be in May 2026 and will be organised in Brunssum, The Netherlands.