

Senior Buyer (260487)

Status	Recruiter	
Open	Turco, Sabrina	
Status Details	Hiring Manager	Primary Location *
Sourcing	Turco, Sabrina	Italy > Sigonella
Requisition Type		
Professional		
Hired Candidates		
0 out of 1		

Vacancy Notice

Internal Description

Description - Internal

LOCATION: NATO Intelligence, Surveillance & Reconnaissance Force (NISRF), Sigonella, Italy

DIVISION: J8

DIRECTORATE: Joint Staff

TITLE: Senior Buyer

POST NUMBER: OGS JBAX 0040

GRADE: G12

SECURITY CLEARANCE: NATO S E C R E T

1. POST CONTEXT

NATO nations have chosen to acquire a wide area ground surveillance asset based on a High Altitude Long Endurance (HALE) Remotely Piloted Vehicle (RPV). The system chosen is based on a uniquely designed RQ4-4D (Global Hawk) with the Multi-Platform Radar Technology Insertion Programme (MP-RTIP) as the primary sensor, a ground segment including deployable assets, and a supporting communications architecture dedicated to filling some of NATO'S Joint Intelligence, Surveillance, and Reconnaissance (JISR) needs.

The Joint Staff is a structural modification established to meet strategic and operational planning needs. The workforce in these Divisions gathers and analyses information to support decision-making and optimizes resource utilization. Effective coordination and communication across the different divisions are crucial for aligning actions with the command's objectives and strategic goals.

The J8 Division oversees financial planning, budgeting, and resource allocation. This division ensures that the command's financial resources are effectively managed to support operational needs. By incorporating J8 into the Joint Staff, the command can optimize resource utilization and ensure that financial strategies are aligned with mission priorities.

The Acquisition Branch oversees establishment and monitoring of the Logistics Support Agreements (LSAs) negotiated with NCIA and NSPA. The branch is responsible to coordinate, arrange, execute and control all acquisition activities having impact for the procurement of goods and services for the Force.

The Buyer main responsibility is assisting the Section Head (Acquisition) in the implementation of financial, budgetary, accounting, fiscal, internal review and procurement policies and procedures with regards to Purchasing and Contracting activities.

2. DUTIES

The incumbent's duties are:

- Act as a point of contact for acquisition issues
- Provide specific acquisition advice to internal Customers so that their requirements can be met;
- Execute formal and informal bidding within the contract warranty authority. He/She can execute bidding beyond the contract warranty assigned to assist the unlimited contract warranty staff.
- Assist in evaluating NISRF contract performance;
- Review requests for deviations to normal bidding procedures, and provides expert advice and recommendation to all levels of authority;

- Perform all other duties as assigned or directed;
 - Participate in strategic workshops;
 - Provide inputs for drafting and coordinating any NATO ISR Force acquisition policy directives;
 - Provide limited independent costing / benchmarking support to capability development and acquisition process in general;
 - Analyze commercial pricing practices and studies methods.
 - Awarding and settling contracts IAW applicable directives and guidance within the level of authority assigned.
 - Hold authority to negotiate and settle contracts on behalf of the organization within the warrant threshold approved by the Financial Controller.
 - Assist the Branch/Sections Heads as directed to execute acquisition activities;
- Legal Authority - Yes
 Budget Authority - No
 Decision Authority - Yes

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

The work is normally performed in a Operational Airbase with possible access to runways aircraft hard standing areas.

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

4. QUALIFICATIONS

ESSENTIAL

Higher Secondary education and completed higher vocational training in supply chain management, commercial and mercantile law, logistics, inventory management, procurement or related discipline leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

Two years of experience in acquisition and contracting

Experience in Logistics, Project Management and Supply Chain.

Experience in the procurement of goods and services.

Must have an English Standard Language Proficiency level SLP 3333 in Listening, Speaking, Reading and Writing based on NATO standards.

DESIRABLE ASSETS

Experience in Contracting

Italian Language Standard Language Proficiency level SLP 3232

COURSE

ETE-FI-2708 - Resource Management Education Programme (RMEP) Course

5. POSITION AND CANDIDATE PROFILE

Managerial Responsibilities: May be tasked to execute technical and/or managerial functions over other elements within the Division during absence of principals. Substitutes for other supervisory personnel as directed by the Division and Branch Head.

Professional Contacts: Regular professional contacts with others inside and/or outside immediate organisation on functional matters. Solicits/gives information and provides advice/guidance. May negotiate at own level and should use initiative. Could commit the organisational element to a course of action. May involve working contact with representatives of member or partner nations. Requires normal courtesy, understanding and tact in dealing with others.

Contribution To Objectives: The work involves the analysis and research of a complete task with recommendations affecting the plans and management of the organisational element or, for a higher score, of the organisation itself. May influence the decision to obligate resources of the organisation. Direct impact on the work and objectives of the organisation. Some responsibility for resource management. May be able to commit expenditure up to a given ceiling without prior authorisation.

This post reports to:

OGS JBAX 0010 - Branch Head (Acquisition) - A3/G17

6. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade G12 in Italy is Euro 4,723.81 which may be augmented by allowances based on the selected staff member ' s eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

7. HOW TO APPLY:

NISRF uses NATO Talent Acquisition Platform.

In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within HQ JFC Naples.

Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

Employment pre-requisites:

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Additional information:

A NATO security clearance of the level required by the position, and approval of the candidate ' s medical file by the NATO Medical Adviser, are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates ' national authorities.

ADDITIONAL INFORMATION:

A NATO security clearance and approval of the candidate ' s medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates ' national authorities. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS). For info please visit <https://www.nato.int/cps/en/natolive/86790.htm>

External Description

Description - External

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