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*Rappresentanza Permanente d'Italia
presso il Consiglio Atlantico
Boulevard Leopold III
1110 Bruxelles*

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| I.C.E. BRUXELLES | |
| DATA | 22/08/07 |
| PROT. n° | 22/08/07 |
| PRAT. n° | 00060 |

DA ITALNATO

A DGPE - Ufficio V - 06.3691.6007

E.p.c. Italian NATEX (con allegati)
AIAD - 06.4827476 (con allegati)
Ministero Sviluppo Economico -
06.4705.5709 (con allegati)
ICE Bruxelles - 02.2231596 (con allegati)
Italstaff NATO - 02.707.5933 (senza allegati)

COMUNICAZIONE VIA FAC SIMILE 17 AUG 2007 12 00 26 67

OGGETTO: Trasmissione Vacancy NAMSA. (Red. Le Breton)

Si trasmette in allegato, per opportuna informazione ed eventuali seguiti, il bando integrale della "vacancy" resa nota da questa Agenzia NAMSA, già inserita nella Banca Dati e scaricabile dal sito dell'Agenzia stessa (www.namsa.nato.int), auspicando che ne venga data la massima diffusione anche tra il personale in servizio presso le nostre Aziende in Italia e in Belgio, che potrebbe rispondere in modo particolarmente adeguato alla job description, sia sotto il profilo tecnico che di esperienza maturata nel rispettivo settore:

NAMSA - Posto n. PP-138, di grado A2 in qualità di Procurement Officer
(scadenza 6 novembre 2007)

p. l'Ambasciatore

All.: n. 3 + 1

TOT. 4 PAGG.

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MARCEL FELTEN
CHIEF OF PERSONNEL DIVISION
CHEF DE LA DIVISION DU PERSONNEL

AP/2007/26/46-BOD

MF/kc

06 August 2007

TO

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NAMSO Board Members of BELGIUM, BULGARIA, CANADA, CZECH REPUBLIC, DENMARK, ESTONIA, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, ITALY, LATVIA, LITHUANIA, LUXEMBOURG, the NETHERLANDS, NORWAY, POLAND, PORTUGAL, ROMANIA, SLOVAKIA, SLOVENIA, SPAIN, TURKEY, UNITED KINGDOM and the UNITED STATES.

SUBJECT

:

Notification of vacancy.

1. The following position will become vacant on 1st October 2007 in the PROCUREMENT DIVISION, Purchasing Branches, at NAMSA, in Capellen, G-D Luxembourg:

Post PP-138 - Procurement Officer - Grade A-2

2. The above mentioned addressees are requested to nominate qualified candidates within the period of THREE months in accordance with the terms of Directive N° 512. Consequently, the application forms should reach NAMSA by **06 November 2007**, after which date arrangements will be made for the convening of a Selection Committee. It is currently planned that interviews will be held in the week beginning 10 December 2007.

3. The Agency would appreciate support from the addressee countries by their submission of candidates whose security clearance can be effected rapidly and who could report for duty as soon as possible after selection.

4. The position description is attached for the convenience of candidates.

M. FELTEN
Chief of Personnel Division



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ORIGINAL : English Positions No. PP-7, 138,
142, 159

DATE VALIDATED : 21 June 2007 Job Code: A51

VALIDATED BY : I. Gjetnes

NAMSA

SERVICE : PROCUREMENT DIVISION, Purchasing Branches

POST : Procurement Officer

GRADE : A-2

RESPONSIBILITIES : The incumbent is responsible to the Senior Procurement Officer for performing the following functions:

General Responsibilities:

- Preparing and negotiating maintenance/services and materiel supply contracts to cover requirements of NAMSA customers or NATO Commands in accordance with the relevant NAMSO Functional Directives (FDs), NAMSA Regulations (NRs) and Instructions (NIs) and Operating Procedures (OPs).
- Recommending the type of contract(s) for maintenance/services and materiel supply contracts.
- Performing cost and price analysis on proposals and quotations, submitting results of analysis, and making award decisions or recommendations to the Senior Procurement Officer for contract awards.
- Signing contracts within the delegated procurement authority, implementing and administering contracts, exercising due diligence to ensure that Contract Technical Officers/staff monitor and report on the contractor performance and coordinating/collaborating with Material Management Center (MMC)/Programme personnel as appropriate and required.
- Attending award committees and bidders' conferences.
- Performing other related functions as assigned in peacetime and any other appropriate functions assigned in times of crisis or war.
- In the event of crisis or war the incumbent will, subject to the agreement of his/her national authorities, remain in the service of NAMSA.

Specific Responsibilities:

- Assisting in supervising the buying team and assuming overall responsibility for contracts assigned by the Senior Procurement Officer, from purchase requisition receipt through the close-out stage.
- Soliciting formally, from the Chief of Division, delegated procurement authority for procurement and non-procurement personnel.

Positions No. PP-7, 138,
142, 159

QUALIFICATIONS REQUIRED:

General Qualifications:

- University degree or equivalent education.
- Thorough training in procurement methods and knowledge of price analysis methods.
- Sound experience in contract operations in the procurement division of a sizeable organization.
- Knowledge of information systems with experience in using personal computers and software packages.
- Good knowledge of one of the two official NATO languages and working knowledge of the other.
- A "NATO SECRET" security clearance.

Specific Qualifications:

- Demonstrated skill in team leadership, management and supervision of a dedicated team of procurement personnel varying in number.
- Knowledge of Systems Applications Products (SAP) would be an asset.

ADDITIONAL INFORMATION:

- Good knowledge of the second official NATO language would be an asset.