

P 251015B MAG. 11  
FM STAMADIFESA  
TO STATESERCITO UFFICIALI  
MARIUGP  
PERSAEREO  
CARABINIERI COMANDO  
INFO SEGREDEFESA - PRIMO  
MARISTAT  
ITALNAMSO

BT

NON CLASSIFICATO  
SIC WAA/QAA

SMD 112/0047435/P.13.14/2510

OGGETTO: BANDI DI CONCORSO A "STATUS INTERNAZIONALE" PRESSO LA NATO MAINTENANCE AND SUPPLY AGENCY (NAMSA) IN CAPELLEN (LUSSEMBURGO).

RIFE: A. F.N. ITN/NT/228/P.01.06 DATATA 16 MAGGIO 2011 DI ITALNAMSO;

B. F.N. ITN/NT/235/P.01.06 DATATA 16 MAGGIO 2011 DI ITALNAMSO.

1. ITALNAMSO, CON I FOGLI A CUI SI FA RIFERIMENTO, HA INOLTRATO I BANDI DI CONCORSO PER LE SOTTONOTATE POSIZIONI PRESSO L'ENTE IN TITOLO:

- N. PP-177 "SENIOR PROCUREMENT OFFICER" DI GRADO A-3 (MAGGIORE);

- N. LO-109 "SENIOR TECHNICAL OFFICER (FUEL)" DI GRADO A-3(MAGGIORE).

2. LE EVENTUALI CANDIDATURE, CORREDATE DALLA SCHEDA BIOGRAFICA IN LINGUA ITALIANA, DALLA "APPLICATION FORMS", DAL "POST REQUIREMENTS FORM" E DAL MEDICAL QUESTIONNAIRE (FORMATO WORD SCARICABILE DAL SITO INTERNET DELL'AGENZIA - WWW.NAMSA.NATO.INT/VACANCIES) IN LINGUA INGLESE, IN DUPLICE COPIA (ORIGINALI E CON FIRMA AUTOGRAFA) E SU SUPPORTO INFORMATICO (FORMATO PDF CON MEDESIMA FIRMA AUTOGRAFA),

IN RAGIONE DEI SUCCESSIVI ADEMPIMENTI PER LA LORO FORMALIZZAZIONE, DOVRANNO PERVENIRE ALLO STATO MAGGIORE DELLA DIFESA ENTRO IL 20 LUGLIO 2011 PER IL P.N. PP-177 ED ENTRO IL 25 LUGLIO 2011 PER IL P.N. LO-109, PER ESCLUSIVO TRAMITE DEGLI ORGANI DI IMPIEGO DI FORZA ARMATA.

3. IL BANDO SARA' PUBBLICATO SULLA PAGINA WEB DELLA DIFESA "WWW.DIFESA.IT", PERCORSO: STATO MAGGIORE DELLA DIFESA/ STAFF DELLO STATO MAGGIORE DELLA DIFESA/ REPARTY/ I REPARTO/ IMPIEGO DEL PERSONALE/ BANDI EMESSI DA ENTI INTERNAZIONALI/ BANDI PER POSTI A STATUS INTERNAZIONALE IN ATTO.

FIRMATO D'ORDINE IL CAPO UFFICIO IMPIEGO DEL PERSONALE

P.D.C. 1° MAR. LGT (EI) GUIDO 2.3753

BT

LDI:

- UFFICIO GENERALE DEL CAPO DI SMD; - UFFICIO DEL SOTTOCAPO DI SMD;

- II REPARTO; - III REPARTO;- IV REPARTO; - V REPARTO; - VI REPARTO;

- UGPPB; - UGAG; - UGESAN; - UFF. AMMINISTRAZIONE; - UPU.



# N A M S A

NATO MAINTENANCE AND SUPPLY AGENCY  
AGENCE OTAN D'ENTRETIEN ET D'APPROVISIONNEMENT

**FRANK PEDERSEN**

CHIEF OF HUMAN RESOURCES DIVISION

CHEF DE LA DIVISION DES RESSOURCES HUMAINES

AP/2011/26/36-BOD FP/cb

05 May 2011

**TO :** NAMS Board Members of ALBANIA, BELGIUM, BULGARIA, CANADA, CROATIA, 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 19 June 2011 in the PROCUREMENT DIVISION, Purchasing Branches, at NAMSA, in Capellen, G. D. Luxembourg:

**PP-177 – Senior Procurement Officer – Grade A-3.**

2. The incumbent of this post will be expected to deploy to specified areas in support of NATO council approved operations requiring civilian support.

3. 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 **12 August 2011**. The NAMSA Human Resources Division shall let the candidates know in due course the outcome of the screening process.

4. **Candidates should return the standard NAMSA application form, the post requirements form and the medical questionnaire duly filled and preferably by e-mail to the following address: [hr@namsa.nato.int](mailto:hr@namsa.nato.int). They should also attach a certificate of physical fitness (PDF). Applications which do not fulfill the above mentioned prerequisites will be automatically rejected.**



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5. To facilitate invitations and correspondence, **candidates are requested to provide an e-mail address and a phone number.**

6. 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.

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

F. PEDERSEN

Chief of Human Resources Division

ORIGINAL : English Positions No. PP-94, 149, 152,  
157, 160, 162,  
173, 176, 177,  
178, 183, 184,  
185, 198, 199,  
200, 201, 204,  
305, 306, 307,  
308

DATE VALIDATED : 18 May 2010 Job Code: A51

VALIDATED BY : C. A. Hewitt

NAMSA

SERVICE : PROCUREMENT DIVISION, Purchasing Branches

POST : Senior Procurement Officer

GRADE : A-3

RESPONSIBILITIES : The incumbent is responsible to the Chief of Branch for performing procurement activities both within NAMSA and in support of NATO Council approved operations. More precisely, he/she is responsible for performing the following functions:

General Responsibilities:

- Recommending the type of contracts for maintenance/services and materiel supply contracts and preparing procurement plans.
- Preparing and negotiating maintenance/services and materiel supply contracts to cover requirements of NAMSA customer countries or NATO Commands in accordance with the relevant NATO/NAMSO Procurement Directives.
- Performing cost and price analysis on proposals and quotations, submitting results of analysis and making recommendations for awarding the contracts.
- Chairing presolicitation and bidders' conferences.
- 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.
- Organizing contract award committee meetings and, dependent on the value of the contract, chairing or attending such meetings.
- Replacing equivalent A grade within procurement Purchasing Branches as required.
- If required, undertaking deployments, including duty travel, in direct support of NAC-approved operations/missions.
- Performing other related functions as required 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:

- Supervising a buying team and assuming overall responsibility for contracts issued by the team, from the negotiation through the close-out stage.

Positions No. PP-94, 149, 152,  
157, 160, 162,  
173, 176, 177,  
178, 183, 184,  
185, 198, 199,  
200, 201, 204,  
305, 306, 307,  
308

- Soliciting formally, from the Chief of Division, delegated procurement authority for procurement and non-procurement personnel.
- Exercising functional supervision of the procurement work of persons with delegated procurement authority.
- Performing on-site inspections at contractors' plants as may be considered necessary for evaluation of prospective contract administration requirements.
- Participating in exercises and other training, working groups and committees as required.
- Acting in accordance with relevant Allied Command policies when in support of NATO deployment or operations.

QUALIFICATIONS REQUIRED:

General Qualifications:

- University degree or equivalent education.
- Thorough training in procurement methods and price analysis.
- Sound experience in contract operations in the procurement division of a sizeable organization.
- Knowledge of information systems at end-user level 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 the various NATO procurement regulations and procedures would be an asset.
- When serving in support of a NATO operation, the incumbent will be a representative of NATO and of NAMSA. Courtesy, tact, flexibility, good communication and negotiating skills are required.
- Knowledge of Systems, Applications and Products (SAP) would be an asset.

ADDITIONAL INFORMATION:

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

Note:

- Travel to or work in locations outside of NATO area by seconded staff will be in accordance with national policy.



# N A M S A

AGENCE OTAN D'ENTRETIEN ET D'APPROVISIONNEMENT  
NATO MAINTENANCE AND SUPPLY AGENCY

## POST REQUIREMENTS FORM

This form, duly completed, should be sent by e-mail to: [hr@namsa.nato.int](mailto:hr@namsa.nato.int)

Alternatively, copies may be sent via telefax or in hard copy to:

NAMSA Human Resources Division (AP), 11, rue de la Gare, L-8302 Capellen, Grand-Duchy of Luxembourg

Telefax : +352 – 3063 – 4540

E-mail : [hr@namsa.nato.int](mailto:hr@namsa.nato.int)

1. Name
2. Position Title <b>SENIOR PROCUREMENT OFFICER</b>
3. Reference <b>36/2011</b>
4. Position Number <b>PP-177</b>
5. Grade <b>A-3</b>
6. Deadline <b>12.08.2011</b>
7. Interview Date <b>TO BE FIXED LATER</b>

DEAR APPLICANT,

This form has been specifically designed to aid the NAMSA Human Resources Division (AP) in assessing whether or not you meet the general and specific qualifications requirements of the aforementioned post as advertised. If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy. The form consists of 2 parts. You are required to make entries in **all** blocks in **both** parts.

- Part 1 lists the General Qualifications of the above post.  
In completing each block in part 1, you must provide factual information stating how you meet the respective general qualifications quoted.  
**IMPORTANT : If you do not fulfill MOST of the General Qualifications, we strongly advise you not to proceed with your application.**
- Part 2 lists the Specific Qualifications, desirable for the above post.  
In completing each block in part 2, you must either provide factual information stating how you meet the respective specific qualifications quoted or indicate that you do not meet it.

The form is to be completed electronically and forwarded to the NAMSA Human Resources Division (AP) ([hr@namsa.nato.int](mailto:hr@namsa.nato.int)). It will be attached to your candidature and to your updated CV (not mandatory).

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY**

Expressions such as: "please see *attachment*", "*annex*", "*enclosed document*", "*CV*", or short answers as "*yes*", "*no*" etc., are not accepted. Applications which do not fulfill the above mentioned prerequisites will not be processed.

**PART 1 - GENERAL QUALIFICATIONS**

- |  |
|--|
| 1) University degree or equivalent education.  |
| 2) Thorough training in procurement methods and price analysis.  |
| 3) Sound experience in contract operations in the procurement division of a sizeable organization.                       |
| 4) Knowledge of information systems at end-user level with experience in using personal computers and software packages. |
| 5) Good knowledge of one of the two official NATO languages and working knowledge of the other.                          |

**PART 2 - SPECIFIC QUALIFICATIONS**

- |   |
|---|
| 1) Demonstrated skill in team leadership, management and supervision of a dedicated team of procurement personnel varying in number.  |
| 2) Knowledge of the various NATO procurement regulations and procedures would be an asset.  |
| 3) When serving in support of a NATO operation, the incumbent will be a representative of NATO and of NAMSA. Courtesy, tact, flexibility, good communication and negotiating skills are required. |
| 4) Knowledge of Systems, Applications and Products (SAP) would be an asset.   |

**PART 3 - COMMENTS**

1) The incumbent of this post will be expected to deploy to specified areas in support of NATO council approved operations requiring civilian support.

*"I understand that the information provided by me above will be used in determining my qualifications for possible employment/career with NAMSA. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."*

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_