

JOB DESCRIPTION
Senior Procurement Policy Officer
Acquisition Office
Grade: G17

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO).

To strengthen the Alliance through connecting its forces, the NCI Agency delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

The Acquisition Office (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, Logistics, and Cost Estimating and Analysis, among others. Acquisition Directorate implements Best Practices as it relates to all acquisition activities, including Life Cycle Acquisition and ensures impartial, unbiased, timely and accurate execution of all actions performed. We develop, implement and monitor the compliance with NCI Agency acquisition policy and procedures, and conduct all source selection activities of the Agency. We also establish, process, administer, and effectively communicate Agency policies and practices and the documents and actions necessary to implement the Agency's acquisitions.

The Acquisition Policy Office assists the Deputy Chief of Acquisition for Procurement & Policy in developing, reviewing and implementing ACQ procurement processes and procedures aiming to support ACQ operational activities. The office also provides guidance and participates in NCI Agency and NATO-wide procurement policy initiatives.

To support the Agency's Strategic Goal of pursuing excellence in delivery, the incumbent will be charged with developing and standardizing acquisition templates (solicitation and contract) across the Agency, ensuring the consistency of implementing NATO's policies and regulations on Acquisition, and training Agency's staff on solicitation package development.

Duties:

Under the direction of the Head of Acquisition Policy, the incumbent will serve as a Senior Procurement Policy Officer and a deputy to the Head of Acquisition Policy. The incumbent will perform the following duties:

- **Formulate, Interpret, and Administer Policies and Procedures**
- Provide expertise in recommending, initiating, developing and implementing policies, procedures, guidance and control concerning all contracting functions;
- Review policy for the various phases of the acquisition process to ensure compliance with all applicable laws, regulations and policies.
- Development and standardization of acquisition templates, across the Agency, that constitute the solicitation and contract;
- Establishment of a central repository for these acquisition templates with Agency-wide access;

- Conducting checks on the consistent use of the standardized templates;
- Promulgation of best practices to contracting officers and project managers during the solicitation/contract phases and the provision of regular trainings.
- **Analysis and Evaluation**
 - Evaluate contracting actions and issues within the Acquisition Office, to improve accuracy and consistency;
 - Analyse the implementation and effectiveness of Agency-wide procurement policies, standards and procedures to ensure current and future compliance with all applicable provisions of acquisition regulations, statutes, or policy memoranda.
- **Advisory Services**
 - Participate in acquisition internal control reviews;
 - Oversee pre-award and post-award functions for highly complex acquisitions;
 - Provide advice and guidance to procurement and program officials on cross-cutting procurement regulations or policy development;
 - Advises on the appropriate solutions to complex purchasing activity problems.
- **Quality Management**
 - Assists in the development of new or improved acquisition practices;
 - Improves procurement processes to maximize products or services efficiency and effectiveness;
 - Monitors the effectiveness of procurement policies and strategies in high cost purchases.
- **Relationship Management**
 - Deals with problems and issues, managing resolutions, corrective actions, lessons learned and the collection and dissemination of relevant information;
 - Collects and uses feedback from customers and stakeholders to help measure effectiveness of stakeholder management on procurement related topics;
 - Helps develop and enhance customer and stakeholder relationships.

Supervisory/Guidance Duties:

- The incumbent will be required to lead teams and give professional guidance to staff.
- Deputizing for higher grade staff, if required.
- Performing other Acquisition Policy duties as assigned.

Experience and Education:

- A minimum requirement of a Bachelor's degree at a nationally recognised/certified University in a related discipline and 3 years post-related experience;
- Or exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency, that is, at least 10 years extensive and progressive expertise in duties related to the function of the post.
- Proven experience and responsibility in contracting, to include 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;
- Possess strong research and analytical skills;
- Proven experience of leading teams/organisations in complex environments;
- Proven ability to communicate effectively orally and in writing with good briefing skills.

Desirable Experience, Education and Training/Certification:

- A Master of Science (MSc) degree at a nationally recognised/certified University in a related discipline (Business, Law or Public Administration)
- 5 or more years of progressive expertise in the duties related to the function of the post. Previous experience of working on international procurements

- Previous experience in contracting for software intensive projects and software development projects
- Previous experience in Agile Acquisition methodologies and principles
- Previous experience in cradle-to-grave contracting to include complex contracts
- Certification with a recognized National or International Acquisition or Procurement Organisation [Chartered Institute of Procurement and Supply (CIPS), Defence Acquisition Workforce Improvement Act (DAWIA) or Federal Acquisition Certification in Contracting (FAC-C), etc.]
- Awareness of the NATO political, economic, military and technical environment
- Prior experience of working in an international environment comprising both military and civilian elements
- Knowledge of NATO responsibilities and organization, including Allied Command Operations (ACO) and Allied Command Transformation (ACT).

Competencies or Personal Attributes:

- *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.
- *Formulating Strategies and Concepts* - Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.
- *Deciding and Initiating Action* - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.
- *Delivering Results and Meeting 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.
- *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.