

IAMD COE JOB DESCRIPTION

PART I – JOB SPECIFICATIONS

<u>POST NUMBER:</u>	IAMD-DIR09	<u>DATE:</u>	SEP 2023		
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR		
<u>JOB TITLE:</u>	PROCUREMENT AND CONTRACTING (P&C) OFFICER	<u>JOB CODE:</u>	DIR09		
<u>NATIONALITY:</u>	GRC	<u>SERVICE:</u>	ANY	<u>AUTH. RANK:</u>	OF-1

PART II – DUTIES

A. Post Context: This is a Staff Officer post in the IAMD COE. The incumbent is responsible for the procurement of goods and services on behalf of the IAMD COE. The working language is English.

B. Reports to: The incumbent reports to the FINCON.

C. Principal Duties:

1. Acting as the Procurement and Contracting (P&C) Officer for the IAMD COE.
2. Dealing with tax authorities for procedures regarding his/her duties/responsibilities, as required.
3. Ensuring effective contracting, compliance with procurement terms and conditions, and safeguarding the interests of the IAMD COE in all its contractual relationships.
4. Ensuring that the requirements for the execution of procurements/contracts have been met and the corresponding requests for commitments have been approved.
5. Ensuring that the economic operators/potential contractors receive impartial, fair, and equitable treatment including the proper commercial-in-confidence handling of commercial bids.
6. Requesting and considering the advice of specialists in audit, law, engineering, transportation, and any other appropriate field required for the procurement procedures.
7. Reviewing requirements/technical specifications as outlined in a Statement of Work (SOW), Performance Work Statement (PWS), Statement of Objectives (SOO), etc. to ensure clarity, consistency, competitive fairness, etc. before submitting them for approval as part of a solicitation package/bidding procedure.

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8. Drafting and negotiating purchase orders and contracts terms and conditions, under FINCON's guidance, ensuring cost-efficiency and effectiveness.

9. Verifying the eligibility of third parties for procurement support and determining best means for satisfying requirements.

10. Conducting market surveys, reviewing/editing the wording of technical specifications to be used in solicitations, establishing evaluation criteria for source selections and evaluating proposals.

11. Properly managing purchase orders and contracts once awarded.

12. Monitoring contractors' performance, keeping track of past performance records and coordinating the invoice certification process.

13. Keeping on file (electronic or physical), for the intended time in accordance with Financial Administrative Procedures (FAPs), all supporting documentation of the procurement process.

14. Performing any other specific duties in accordance with IAMD COE FAPs.

D. Additional Duties:

The incumbent of the post may be required to perform other specific/related duties as directed by the FINCON or/and the Director.

PART III - QUALIFICATIONS

A. Essential Qualifications:

1. Professional/Experience:

a. Relevant experience in national contracting, finance, purchasing or procurement procedures.

b. Knowledge of procurement and contracting rules, policies and practices.

2. Education/Training:

Finance or/and Resource Management/Logistics.

3. Security Clearance:

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. Language (Listening, Speaking, Reading, Writing):

English: SLP 3333.

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5. **Standard Automated Information System (AIS) Knowledge:**

- a. Working knowledge of the current office suite (document, spreadsheet, presentation, database).
- b. Working knowledge of the current mail tool.
- c. Working knowledge of the web browsing tools.
- d. Detailed knowledge of e-procurement/contracting/commerce software.

B. Desirable Qualifications:

1. **Professional/Experience:**

- a. Business acumen, judgment, character and integrity.
- b. Previous experience in NATO logistics.

2. **Education /Training:**

NATO Resource Management Education Programme Course.

3. **Additional Language:**

Not Required.

C. Civilian Post:

Not Applicable.

D. Remarks:

A minimum handover period of two (2) weeks is required on the rotation of appointees.