

Position: Procurement Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 0202	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Procurement Coordinator reports to the Head of Division of Administration.

Main Tasks and Responsibilities:

- To coordinate and supervise the work of the Procurement Team, including the Team's record keeping and tracking systems and periodical reporting;
- To plan and manage the procurement activities supplies and services;
- To manage and conduct planning, solicitation, negotiation and termination of contractual and procurement actions;
- To approve up to the authorised limit or to recommend approval of procurement contracts/purchase orders up to the authorized limit;
- To ensure that procurement adheres to principles of transparency, equal treatment and non-discrimination, competition, proportionality and sound financial management, in accordance with the applicable procurement regulations;
- To advise the Head of Division of Administration on compliance, potential risks and efficiencies;
- To review draft procurement dossiers for compliance and content and conduct procurement actions, as and when necessary;
- To act as chairperson of evaluation committees, as and when assigned;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree.

AND

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of three (3) years of management experience.

Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Economics, Finance or other related university studies;
- A minimum of three (3) years of management experience in public procurement matters in an EU institution, CSDP Mission, an international organisation, or an international or hybrid court;
- Excellent planning, organisational, and IT skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Knowledge of EU rules and regulations, procurement policies, procedures and practices;
- Experience in managing budgetary and financial responsibilities;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- International experience, particularly with multi-national and/or international organisations.