

Position: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. Number: 025	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/Division of Administration/Procurement Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting line:

The Procurement Officer reports to the Deputy Head of Procurement Unit.

Main Tasks and Responsibilities:

- To conduct procurement processes in line with the organisation's rules and regulations;
- To review Terms of Reference, Technical Specifications, scopes of Work and draft tender dossiers for the purpose of eliminating any possible deficiencies in procurement;
- To issue contracts to successful tenderers and coordinate with Contract Managers a proper handover of contract management responsibilities;
- To provide assistance to respective units in the organisation, related to all procurement and contracting matters and procedures;
- To assist and advise the Deputy/Head of Procurement on all legal issues related to the procurement cycle;
- To contribute to new, or critically review and propose improvements to existing ways of working, Administrative Directives, Standard Operating Procedures and Operational Instructions;
- To regularly update the unit's procurement tracking system;
- To prepare letters and memoranda, maintaining adequate records on procurement issues, and to issue reports on procurement matters;
- To maintain the roster of suppliers and to elaborate supplier selection and evaluation criteria, quality and performance measurement mechanisms;
- 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 seven (7) years of relevant professional experience, after having fulfilled the education requirements.

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 four (4) years of relevant and proven experience in public procurement;
- Knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working 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 in crisis areas with multi-national and international organisations.