

Position: Procurement Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 101	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 Assistant reports to the Head of Procurement Unit.

Main Tasks and Responsibilities:

- To review requisitions for clarity and completeness of technical specifications;
- To clarify terms and conditions of requisitions and to liaise with requisitioners and vendors;
- To conduct inquiries for products and services being requested;
- To compile and collect market prices and conditions and to negotiate terms when necessary;
- To prepare the appropriate documents and to present proposals to the Procurement Officer;
- To clarify and negotiate terms and conditions with vendors when required;
- To extract and compile data contained in quotations/proposals/bids to determine which supplier can deliver at best value for the organisation and to submit results for recommendation;
- To prepare draft contracts introducing modification when needed, against a set format for contracts, and to present the drafts to the Procurement Officer;
- To ensure vendor compliance with terms and conditions in all purchase orders and contracts;
- To report on status of on-going contracts;
- To be responsible for the organization of all records relevant to contracts and purchase orders handled, including the electronic archiving of such records;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

- A minimum of five (5) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- A minimum of three (3) years of progressively responsible administrative experience in the field of administration, including General Administration, Procurement and/or Finance;
- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Tact, discretion, accuracy and attention to details;
- Experience in purchasing and contract management;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access);
- Ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

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.