

Position: Deputy Head of Procurement Unit	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 163	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 Deputy Head of Procurement Unit reports to the Head of Procurement Unit (PU).

Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of PU, as required;
- To support the work of the Head of Unit in the area of procurement and contracting;
- 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 assist the Head of Unit with special assignments requiring research, data analysis and reporting;
- To identify and advise the Head of Unit on legal and project risks;
- Under guidance of the Head of Unit, to draft policies and procedures, or propose ways-of-working, necessary for the procurement function, compliant with relevant EU legislation and internal rules and procedures;
- To support development and implementation of new, as well as recommend improvements to existing systems, circuits, processes, tools and templates in order to improve the efficiency and effectiveness of and eliminating any possible deficiencies in procurement;
- To liaise and cooperate on procurement issues with the relevant internal and external actors;
- To support the implementation of the new ERP system and to manage related changes;
- To advise and support the Head of Unit in managing and overseeing the work of the Unit staff, taking into consideration organisational priorities;
- To review draft procurement dossiers on procedural compliance and on effective subject matter content, prior to final review and approval by the Head of Unit;
- To manage and update the Unit's record keeping and tracking systems, as well as update the procurement plan for completed procurement procedures;
- To provide data and information to the Head of Unit in support of periodic reporting;
- To conduct procurement actions, as and when necessary;
- To act as chairperson of evaluation committees, as and when assigned;
- To carry out various duty tasks necessary for the functioning of the Unit, as required;
- 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 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 or an international organization or hybrid criminal court;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

- Knowledge of the EU rules and regulations, procurement policies, procedures and practices;
- Knowledge of financial transactions and general procedures;
- Knowledge of ERP system and its implementation;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.