

Position: Operational Support Officer (Procurement and Contract Management)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 510	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Administrative Operations Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Operational Support Officer (Procurement and Contract Management) reports to the Deputy Specialist Prosecutor through the Head of Administrative Operations Support Team.

Main Tasks and Responsibilities:

- To advise the Senior Management on procurement and contract management strategies and regulatory developments within a security sensitive environment;
- To assist and advise on risk assessment on financial and procurement regulatory frameworks within the underlying legal environment;
- To manage and coordinate sensitive and/or classified procurements and contract management required by the Specialist Prosecutor's Office (SPO) in the execution of SPO's mandate, adhering strictly to operational confidentiality requirements;
- To follow legislative developments and ensure compliance with current regulation, policies and procedures;
- To prepare and manage multi-annual/annual procurement strategy and regularly maintain and enhance the SPO's Procurement Plan;
- To facilitate Service Level Agreements, Non-Disclosure Agreements, Technical Arrangements and Memoranda of Understanding with national bodies and international organisations;
- To develop and maintain professional relationships and working partnerships with the Registry, European Commission, national bodies and international organisations;
- To ensure appropriate coordination with all the SPO staff members on matters related to Procurement;
- To advise the SPO staff members on contract implementation, including contract addendums and negotiating and resolving contractual queries;
- To conduct regular needs assessment reviews and identify lessons learnt in the respective field of competence;
- To participate to the annual financial and budget planning in cooperation with the Registry Finance and Budget Unit;
- To prepare management reports, decision memos, guidelines and procedures on Procurement and Contract Management and related fields;
- To liaise with internal/external Auditors, as appropriate;
- To perform all requisite administrative and technical tasks of tendering process, including preparing and dispatching of tender documents, tender enquiries and producing contracts;
- To provide in-house training on Procurement, Contract Management and Risk Assessment;
- 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.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Accounting, Public Administration, Business Administration, Law, Political Sciences or other related university studies;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with the European Union legislation and regulations;
- Proven experience using computerised office tools (especially MS Office applications, such as Word, Excel and other databases);
- Excellent interpersonal and communication skills in English, both written and oral;
- Demonstrated sound judgement;
- Ability to work productively in 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.

Desirable

- Experience working in an EU Mission specifically with the management of tendering processes and audits, including EU procedures;
- Knowledge of handling secret, confidential or protected files;
- Professional experience in the administration of public procurement procedures and contract preparation in the public sector;
- Experience in planning procurement activities for international/multinational organisations;
- Experience in risk assessment;
- General understanding 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.