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| Position: Associate Procurement Officer | Employment Regime: Seconded/Contracted | Post Category: Management Level ML-3 |
| Ref. Number: ST181 | 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 |

NOTE: This is a short-term position with a maximum possible appointment duration of seven (7) months, to meet the short-term needs, with NO possibility of extension of the appointment duration.

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist the Procurement Unit, as and when applicable, in the following tasks:
 - preparing tender documents and running procurement exercises from launch till contract award;
 - ensuring compliance with the PRAG rules and regulations as well as with the KSC procurement policies and guidelines;
 - advising on and assisting budget holders and task officers on various procurement and contracting matters and procedures;
 - conducting bid evaluation tasks by sitting on tender panels as and when required;
 - drafting basic policies, procedures and other internal documents regarding the procurement of goods, services and works;
 - developing and/or maintaining record keeping systems to store electronic and paper documents in a proper and systematic manner;
 - providing input for the Procurement Unit's reports;
- 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 four (4) 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, Engineering, IT 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 management of tendering processes and application of established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- 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 and in difficult circumstances;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to maintain effective, constructive working relationships with people of different national and/or 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

- Immediate or short-term availability;
- 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.