

POST REQUIREMENTS FORM

Post Title Contracting Assistant
Reference Number B4/B5-DACQ-GEN-12-BEL
NATO Grade B4/B5
Name

Dear Applicant,

This form has been specifically designed to aid the NC3A Recruitment Office in assessing whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised.

If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy.

This form consists of 2 parts – Essential and Desirable Qualifications. Under column B, please provide factual information stating how you meet the respective essential and desirable criteria.

For more information about this post you are kindly advised to refer to the official advertisement available at our website (<https://www.nc3a.nato.int/Opportunities/Pages/Vacancies.aspx>).

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NC3A Recruitment Office (recruitment@nc3a.nato.int), together with duly completed NC3A Application Form.

Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.

PART 1 ESSENTIAL QUALIFICATIONS

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
Vocational training at a higher administrative level, or equivalent combination of appropriate national qualifications and experience, supplemented by basic level contracting training course	
Professional Experience	
At least five (B4) - eight years' (B5) experience at a responsible level in performing contracting functions including negotiating, evaluating and awarding contracts	
Knowledge of competitive and sole source procurement procedures, price analysis techniques, contract law, contract administration and industrial practices	

Demonstrated ability to work independently	
Experience in automated data processing tools	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Professional Experience	
Experience in supervising a staff of personnel	
Knowledge of NATO responsibilities and organization, including ACO and ACT	
Prior experience of working in an international environment comprising both military and civilian elements	

“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NATO C3 Agency. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination.”

Full Name (in Print)

(Date)