

Staff Assistant (Contracting)

Post Number: AF RESFIN 0150

Application Closing Date: 01 March 2013

International Security Assistance Force (ISAF)

Location: Kabul, Afghanistan

Post - International Civilian Consultant (ICC) Grade - IIA

** Only nationals of [NATO member countries and ISAF Troop Contributing Nations](#) are eligible to apply for this post **

Post Description:

Contract Assistant post in the Finance & Contracting Division (CJ8), which manages Purchasing and Contracting (P&C) actions for Head Quarters (HQ) ISAF.

Principle Duties:

Works under the supervision of the Contracting Officer NSIP following NATO, ACO, and local Directives.

Supports and assists the Contracting Officer NSIP in all procurement matters.

Assists customers in the development of Statement of Requirements (SORs) and Statement of Works (SOWs), including creation of designs as required.

Works in conjunction with Project Managers regarding contract implementation.

Contacts suppliers and manufacturers in order to remain up-to-date with commercial business.

Deals with new, unique, complex, controversial, and precedent-setting cases.

Prepares invitations for bid.

Places contracts on behalf of HQ ISAF.

Prepares estimates and budget inputs related to Contracting.

Coordinates construction and maintenance projects with civilian and military firms and governmental agencies.

Conducts market surveys and inspects quality prior to procurements.

Originates and creates new procedures in order to facilitate the day-to-day administration requirements within the Contracting Section.

Additional Duties:

May be required to perform other related duties as required.

Assists in monitoring and coordinating section activities as directed by the Contracting Officer NSIP

Essential Qualifications:

Professional/Experience:

Must have a working knowledge of Contracting procedures and an awareness of contract law.

Must be able to work independently.

Ability to provide leadership to the P&C Section when deputising for the Contracting Officer NSIP.

Education/Training:

Vocational training and education in Contracting and Purchasing

As defined by national regulations or NATO Civilian Personnel policies.

CJ8 Training (JFCBJ8)

Language: English: Good

Standard Automated Data Processing (ADP) Applications: WORKING knowledge.

Desirable Qualifications:

Professional/Experience:

Awareness of European contract law.
Awareness of NATO Contracting
Demonstrable expertise in interpreting international directives.
Thorough knowledge of relevant NATO Regulations and Procedures combined with resourcefulness and good business practices.

Education/Training:

Formal qualification in Contracting and Purchasing desired

Personal Attributes:

Courtesy, tact, flexibility, mental alertness, negotiating skills, and service-mindedness in dealing with customers, contractors and governmental agencies.
Must be prepared to work extended working hours and perform TDY missions.
Must be able to adapt to non-routine mission requirements.

Managerial Responsibilities:

Ability to provide leadership to the P&C Section when deputising for the Contracting Officer NSIP
Assists with the management of actions for HQ ISAF facilities and support sites

Professional Contacts:

Works in close coordination with the Chief CJ8, Theatre Head of Contracts, Budget Officer, Fiscal Officer and Disbursing Specialist.
Liaises with subordinate, supervisory, and key officials of HQ ISAF, their assigned and attached units.
Liaises with the HQ ISAF Legal Advisor on all contract-related matters.
External day-to-day coordination with vendors, national and local governmental agencies, other NATO agencies and officials.

Contribution to Objectives

The professionalism of the incumbent has a substantial impact upon the overall operations and maintenance costs of HQ ISAF (financial risk).

Work Environment:

The office environment is austere with strong environmental influences due to seasonal extremes of heat and cold and health-related issues during the malarial season. The incumbent may be called upon to perform duties from bunker or field deployed locations.
There is currently a threat to limb and life.
May be called upon to perform like duties elsewhere in the ISAF Theatre Headquarters, according to the exigencies of the service.
May be required to travel on duty in connection with above-listed duties, both within and beyond NATO's boundaries.

We only accept ISAF Application Forms and they should be sent to vacancies@hq.isaf.nato.int

Additional Remarks:

Only applications from candidates meeting essential requirements will be taken into consideration. The successful applicant is required to be proactive in fulfilling the pre-employment conditions. This includes medical examinations and security clearance certificate. Applicant must be able to obtain or to be issued a NATO-recognized national Secret Security Clearance certificate. An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, ISAF posts are under regular review and therefore post details and responsibilities, including contract duration and contractual grade may change during the contractual period.

Benefit Package:

Monthly salary of €5,473.00 (Tax free in the host country).
Daily Allowance of €82.93 while working in Afghanistan.
Installation allowance equal to one-month salary (50% to be reimbursed if not completing two consecutive years of service).
Free accommodation.
Meals of good quality available to purchase.
Laundry service at nominal charge.
Two days of annual leave per month.
Start of Tour & End of Tour paid transportation.
5 + 2 days "Leave from Theatre" plus reimbursement of ticket - up to € 1.000 for every 6 months spent in the theatre.
Medical Insurance, small fee charged.
24/7 Death and Disability coverage.

If interested, please apply in accordance with the General Information for applicants provided through the following link:

http://www.isaf.nato.int/images/stories/File/General_Information_ApplicantsCH1.pdf