

CIVILIAN JOB DESCRIPTION
HQ EUFOR

HUMAN RESOURCES MANAGEMENT OFFICE

PART I – JOB IDENTIFICATION

<u>Post no.:</u>	CL FIN 0056		
<u>Post status:</u>	CIV-LCH		
<u>Division:</u>	DCOS SUPPORT		
<u>Branch:</u>	J8		
<u>Section:</u>	CONTRACTS, PROCUREMENT & PURCHASING		
<u>Unit:</u>	PURCHASING UNIT		
<u>Job title:</u>	PURCHASING ADMINISTRATOR		
<u>Nationality:</u>	National or legal resident of Bosnia and Herzegovina		
<u>Date of validation:</u>	27-Feb-2026	<u>Service:</u>	Civilian
<u>Duty location:</u>	Sarajevo, Butmir	<u>Grade:</u>	LCH-6
		<u>CE post:</u>	Yes

PART II – DUTIES

A. **POST CONTEXT:**

The HQ EUFOR J8 Branch consists of the Fiscal Office, Budget Office, and Contracts, Procurement & Purchasing Office that provides sound technical expertise contributing to acquisition planning, solicitation of offers, selection of contractors, and all post award contract management matters in support of the operations of HQ EUFOR, Combined-Joint Task Forces, Multinational Divisions, and Troop Contributing Nations in accordance with the EPF Financial Rules, and sub-sequent NATO ACE Directive 60-70 and appropriate applicable Purchasing and Procurement Guidelines and templates. Contracts, Procurement & Purchasing Office consists of a Procurement, Purchasing and Administration Section.

The Purchasing Administrator will be expected to provide the highest level of contractual support service to Head of Contracts (HOC). Continuous internal evaluations will be required to ensure the best possible working environment is achieved, within the constraints of the existing policies. Accuracy and set deadlines or procurement and contract actions have direct impact on execution of contractual support mechanism needed to conduct HQ operations.

B. **REPORTS TO:** HEAD OF CONTRACTS

C. **PRINCIPAL DUTIES:**

- Shall act as principal point of contact within Procurement and Contracting Office for all purchasing issues. Serves as a warranted (up to EPF or NATO lower threshold) contracting officer with authority to sign purchase orders and obligate EUFOR funds on behalf of EUFOR in accordance with EU/NATO Financial regulations. Manages, supervises and directs the activities of a team consisting of 3 buyers in dealing with contractors and administration of purchase orders and contracts falling under the purchasing unit;
- Ensures effective contracting, compliance with purchasing/procurement terms and conditions, and safeguarding the interest of EUFOR in all its contractual relationships. Advises the Head of Contracts on purchasing strategies and planning;

- Provides managerial assistance to the Head of Contracts by preparing and managing the purchasing/procurement process following the reception of a purchasing request. As senior P&C staff member, she/he may be requested to manage the more specific and/or complex purchasing requests;
- Responsible for the integrity of the purchasing process and all documentation during HQ EUFOR request for quotations process. Is the principal point of contact for MWA concessionaire contracts;
- Assists in establishing and enforcing purchasing policies and procedures;
- Manages purchase orders and contracts and closes-out those completed. Possesses the delegated authority to enter into, administer, or terminate purchase orders and make related determinations and findings;
- Provides timely and accurate feedback to Head of Contracts (HOC) regarding the status of the contracts managed within purchasing section.

D. ADDITIONAL DUTIES:

- May be required to travel for official duty within and outside EUFOR Theatre of Operations.
- Performs other related duties as assigned.

PART III – QUALIFICATION

A. ESSENTIAL QUALIFICATIONS:

1. Professional Experience:

- Minimum 4 years progressively responsible experience in contracting, procurement or related field, preferably in a non-governmental organization, governmental organization or international organization, of which at least 2 years at a senior or supervisory level.

2. Education / Training:

- Junior college education in Economy, Finance, Public Administration or related field.

3. Security Clearance:

Certificate of no criminal record

4. Language:

English: SLP 4444

Bosnian/Croatian/Serbian: SLP 4444

5. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Intermediate knowledge

Spreadsheet: Intermediate knowledge

Graphics presentation: Intermediate knowledge

Database: Intermediate knowledge

E-Mail client/Web browser: Intermediate knowledge

B. DESIRABLE QUALIFICATIONS:

1. Professional Experience:

- At least 6 years general experience in a multi-national or international organization working, of which at least 3 years in a position similar to the post described herein and within a contract and procurement regulative framework.
- Previous experience with Oracle or SAP based applications
- Previous working experience in an international or military environment.

2. Education / Training:

- University degree up to 3 years, in Finance, Public Administration, Economics or Business Management or related discipline.

3. Language:

English: SLP 4444

Bosnian/Croatian/Serbian: SLP 4444

4. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Advanced knowledge

Spreadsheet: Advanced knowledge

Graphics presentation: Advanced knowledge

Database: Advanced knowledge

E-Mail client/Web browser: Advanced knowledge

C. ATTRIBUTES / COMPETENCIES:

Personal Attributes:

Actively influencing events rather than passively accepting; sees opportunities and acts on them. Originates action. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Ability to pick out important information in oral communications. Questioning and general reactions indicate to speaker 'active' listening. Ability to analyse, organise and present numerical data, i.e., financial or statistical. Capacity to perceive the impact and implications of decisions and activities on other parts of the organisation. Ability to establish efficient and appropriate course of action for self and/or others to accomplish goal. Stability of performance under pressure and/or opposition. Ability to make controlled responses in stressful situations. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest.

Problem Solving:

Requirement to evaluate and solve patterned and interpretative problems involving daily or new issues. Problems resulting out of similar or different situations require interpretation of the situation, analysis and a choice between several options.

Managerial Responsibilities:

Planning and coordinating most daily work details in accordance with rules and regulations. Some control over given priorities. Involved in the supervision, coordination and review of the work of other staff members performing related duties.

Professional Contacts:

Regular professional contacts inside or outside own activity in the execution of various tasks. Contacts may involve providing information, advice or low level guidance on simple issues. May also be required to discuss and negotiate at own level.

Contribution to the Objectives:

The work covers many similar and/or dissimilar tasks that require personal and intellectual skills within the same subject area. Although clear guidance and standard rules/regulations are available, some ability to analyze and solve problems is needed to deal with specific issues. Performance of duties indirectly impacts the objectives, efficiency, image and the financial resources of the HQ.

Impact of Work Environment:

The work environment has no direct negative effect on the work performed, such as a standard office environment.

D. REMARKS:

EMPLOYMENT CONDITIONS

The successful candidate will be offered an initial one-year employment contract. The contract may be renewed subject to satisfactory performance, and the continued operational need/funding for the position.

The starting salary for the LCH-6 position (step 1) is EURO 1,890.00 per month (subject to changes and exempt from local taxation).

Other employment benefits include:

- Step increase entitlements upon satisfactory performance;
- Affiliation to a Cigna Group Medical Insurance Scheme (premiums shared);
- 24 annual leave days per calendar year;
- 11 official holidays per calendar year;
- Enrollment into the host nation social security scheme (premiums covered by HQ EUFOR);

WHO CAN APPLY?

Internal and external candidates who are nationals or permanent legal residents of Bosnia and Herzegovina are invited to apply for this vacancy notice.

In order to apply, all candidates (internal and external) must fill in and submit the Application Form available on our website <http://www.euforbih.org/index.php/vacancies-a>

Kindly note that applications received after the deadline, submitted in different formats than the Application Form or other languages than the English language would not be considered.

Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

We welcome all applications regardless of gender, age, religious beliefs, sexual orientation, ethnicity or national origin. We believe that we can only be stronger as a team with a highly diverse mix of employees.

Documents should be submitted by email to: vacancies@eufor.europa.eu