

## NATO UNCLASSIFIED



NATO ALLIED LAND COMMAND

Izmir - Türkiye



**Job/Post Number:** OLC BXCX 0050

**Title:** Buyer

**Division:** G8 Division

**Clearance Level:** NATO SECRET

**Grade:** G10

**Basic Salary:** 110,123.14 TL

**Additional Benefits:** For other allowances, privileges & tax exemptions see Section 7

**NATO Body/Post Location:** ACO I Land Command Headquarters, Izmir (Türkiye)

**Closing Date** 11 Mar 2025

### 1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The G8 Directorate is responsible for drafting, proposing and executing the LANDCOM budgets, their management, accounting, purchasing, contracting, disbursing and financial control.

The Purchasing and Contracting Branch acquires goods and services for LANDCOM, performs market surveys, concludes commercial contracts and controls that providers comply with their terms.

The Buyer provides technical and administrative assistance to the Branch and helps supervising the provision of goods and services to the headquarters and supported units.

### 2. Principal Duties

The incumbent's duties are:

1. Helps the Senior Contracting Officer in the preparation of invitations for bids, drafts purchase orders and contracts
2. Receives and procures purchase requests for services, goods and supplies up to the level granted by the warrant.
3. Processes the Purchase Orders into governmentally acceptable format to be used by the vendors for tax office purposes.



4. Conducts market surveys and quality inspections prior to procurement.
5. Collects, archives and maintains all necessary documentation for contract files continuously to include all the relevant documentation, all pertinent correspondence, annexes, appendices, certificates, forms, etc. in both hard and soft copies.
6. Applies international directives and Host Nation contract rules and procedures.
7. Is responsible for the control of active contractual standard purchase orders.
8. Prepares tax exemption and customs documents, monitors customs clearance activities to assure timely delivery and directly contacts with customs directorates when necessary.

### **3. Special Requirements and Additional Duties**

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

The incumbent is required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries for up to six months in any 18 month period.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

### **4. Essential Qualifications**

#### **a. Professional/Experience**

(1) Procurement

The management of, or provision of advice on, the procurement of goods and services.

Skill Level (Assist)

Works under routine supervision, uses minor discretion in resolving problems or enquiries without frequent reference to others. Performs a range of different work activities in a variety of structured environments, using appropriate methods, tools and applications in a rational and organised approach. Plans and schedules own work within short time horizons. May have some influence within own domain and also have some contact with external organisations, HQs and agencies.

Experience

At least 3 years of professional experience in the purchasing and contracting field.

#### **b. Education/Training**

Higher Secondary education and intermediate vocational training in supply chain management, commercial and mercantile law, logistics, inventory management,



procurement or related discipline which might lead to a formal qualification with 2 years experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

**c. Language**

English - SLP 3322 - (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

**d. NATO Occupational Codes**

50416H - Procurement

**5. Desirable Qualifications**

**a. Professional Experience**

Three years' experience in the acquisition function.

Experience in contracting for military or international organizations.

Experience in NATO organizations and/or knowledge of NATO procurement directives.

Formal training or experience in automated financial management systems.

**b. Education/Training**

NATO Orientation Course (ETE-MW-3834) provided by NATO - School Oberammergau (NSO)

**c. Language**

Host Nation language is desirable for easy contact with local companies.

**6. Attributes/Competencies**

Personal Attributes: Tactful individual possessing deep integrity and detail handling. Applies strictly the NATO Financial Rules and Procedures (FRP), NATO Financial Regulations (NFR), Bi-SC Directives, ACO Directives and the HQ supplements, rules and procedures. Is mature and tactful. Must be able to work rapidly and cope with a heavy workload, must demonstrate a mature approach in dealing with local representatives and foreign officers and NCOs,. Must be capable to analyze situations quickly and solve those in accordance with ACO directives. Responsible for advising Chief P&C on market survey results and technical matters. Applies various rules and regulations in accordance with ACO directives and local laws.



Professional Contacts: Maintains contacts with all levels of requestors of services and goods at LANDCOM. (S)he also has to deal with different types of suppliers in the local market.

Contribution To Objectives: The Buyer is essential for the appropriate provision of goods and services that are absolutely necessary for the operation of LANDCOM. Therefore, this posts contributes indirectly to the accomplishment of LANDCOM Mission.

There are no reporting responsibilities.

This post reports to:

OLC BXCX 0010 - Branch Head (Purchasing and Contracting) - OF-4

This post does not deputises anybody.

This post is not deputised by anybody.

## 7. Additional Information

### a. Allowances

Members of the staff who fulfil the conditions of eligibility laid down in the Civilian Personnel Regulations shall receive the appropriate allowances/supplements. Some of the allowances are installation allowance, expatriation allowance, family allowance and education allowance. Please refer to Chapter VII of the Civilian Personnel Regulations for details.

### b. Privileges & Tax Exemptions

In line with the bilateral agreement, the NATO International Civilians who are neither Turkish nationals, nor permanent residents in Türkiye are granted various privileges and tax exemptions (covering purchase of motor vehicles, motorcycles, caravans, trailers, fuel, household furnishing and appliances and other similar items).

### c. Contract

The successful candidate will receive a three-year definite duration contract, which may be followed by an indefinite duration contract. Also, the first 6 months of the employment is considered as the probationary period during which the performance of the incumbent is assessed. The definite duration contract will be confirmed only after the incumbent receives a "good" or "above good" performance evaluation in the probationary period

### d. .How to Apply

In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en> and search for vacancies within Land Command HQ.



Note that once you created your profile, you will be able to use it to apply for other vacancies within NATO.

#### e. Employment Pre-Requisites

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country.
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

**Notice for candidates:** LANDCOM is undergoing a reorganization that might affect the job description of this post.

#### f. Allied Land Command

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain READINESS, INTEROPERABILITY, STANDARDIZATION, and COMPETENCY; stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](https://www.nato.int/allied-land-command-history)

#### g. Izmir

Izmir is Türkiye's third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in Türkiye and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate.

For more information: [Izmir - Wikipedia](https://en.wikipedia.org/wiki/Izmir)

#### 8. Additional Remarks

- a. All applicants are reminded that if hired, to reside here, all members including their dependents must comply with Host Nation requirements and definitions regarding residency.
- b. NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

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- c. Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.
- d. Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.
- e. NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to Chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.