

LABOR CATEGORY 21 – CONTRACT/PROCUREMENT PROFESSIONAL LEVEL II

Location: Norfolk, VA, USA (On-site)

Period of Performance:

Base Period: Contract Award – 31 December 2026

Option Period One: 1 January 2027 – 31 December 2027

Option Period Two: 1 January 2028 – 31 December 2028

Option Period Three: 1 January 2029 – 31 December 2029

Option Period Four: 1 January 2030 – 31 December 2030

Taskings:

1. Contribute and support the Contracting Officer in the cradle to grave procurement activities to include but not limited to:
 - 1.1. the development of acquisition plans, SOW review, proposal evaluation, contract reports and documentation, industry debriefs for competitive solicitations
 - 1.2. Tracking and validating submissions in support of RFIs
 - 1.3. Coordinating and posting Questions & Answers from Industry
 - 1.4. Assisting the Contracting Officer in tracking and executing contracts and agreements for Conferences, Workshops, and other events.
2. Perform as contracting specialist for purchases <40K, seeking quotes and formalising purchase orders as required in coordination with the Contracting Officer.
3. Perform contract administration tasks including, preparing DBIDs instructions, VISA letters, issuing contract amendments.
4. Create purchase orders in support of contracts awarded while ensuring all supporting documents are collected and filed in accordance with the Contract File Management Plan.
5. Prepare and coordinate requests for deviation from the normal method of procurement when appropriate.
6. Maintain Contractor Databases to support invoicing, tracking, exercising option periods and other data calls.
7. Process invoices and close-out for all assigned contracts in coordination with the Contracting Officer.
8. Contribute to and support the Contracting Officer in processing cases of Foreign Military Sales (FMS) and Acquisition Cross-Servicing Agreements (ACSA)
9. Assist the Contracting Officer with National Security Investment Programme (NSIP) data entry and contract execution of authorised projects.
10. Assist the Contracting Officer with annual reviews of current in place contracts to confirm currency and continuation.
11. Enter procurement information into the CIRIS database as required.
12. Perform additional procurement related tasks as directed by the COTR.

Essential Qualifications

1. University degree with at least 24 semester hours of business related courses, or DAWIA certification in Contracting, or equivalent.
2. Minimum 5 years' demonstrable experience working in procurement and/or contracting conducting a full range of contracting activities.
3. Minimum 2 years' demonstrable experience working pre-award, award, post-award phases on competitively awarded contracts interpreting and applying statutes, regulations, policies and procedures.
4. Demonstrated understanding of Statement of Work (SOW) development and ability to translate user requirements into tangible, measurable outcomes.
5. Demonstrated experience working closely with cross-functional teams and facilitating collaboration across technical, financial, and operational domains.
6. Demonstrated experience with contract administration and management.
7. Demonstrated ability to interpret complex procurement requirements into actionable timelines, strategies and execution.
8. Excellent tactful written and oral communication skills.
9. Fluent in English (written and oral).
10. Active NATO or National SECRET clearance
11. Citizenship in NATO member nation.

Desirable Qualifications

1. Demonstrated experience conducting procurement in a NATO command.
2. Demonstrated experience with NSIP contracting rules.
3. Demonstrated experience with CIRIS
4. Demonstrated experience with NATO Financial System (Oracle) CNAFS/FINs or equivalent
5. Familiarity with NATO-specific procurement rules and requirements.
6. Demonstrated experience with Agile Procurement Strategies to include MVPs, Sprints, Prototypes
7. Experience as a Warranted Contracting Officer with authority to award or administer in excess of Level B (40,000 euros) or national equivalent.