

26752 - Business Services Project Manager for Procurement

Location: Brussels, Belgium.

Period: 1672 (start on 04 Jan. 2027)

Deadline: 10 Nov. 2026

Duties/Roles:

Task 1: Project Management, Stakeholder Management and Communication Management

- The contractor will drive alignment and collaboration across NATO's enterprise initiatives and business services, ensuring coherence and increased effectiveness across all organizational entities. Responsibilities include:
- Managing projects and initiatives: Execute project and program management of business services initiatives. Ensure delivery of scope within time and budgetary constraints.
- Stakeholder management: Engage regularly with stakeholders across NATO entities, including Procurement, Legal, Finance, HR and others, to promote synchronized efforts toward harmonizing enterprise business services.
- Documenting: Develop and maintain documentation artefact necessary for any of the outlined tasks.
- Managing risks: Maintain risk and issue registries, propose mitigation measures, and address challenges to enhance the successful delivery of business services transformation.

Task 2: Leading the Procurement Business Services Transformation track

- The contractor will act as the main lead for the Business Services Transformation Procurement track, ensuring coherence, streamlined processes and operational excellence across NATO entities. Responsibilities include:
- Procurement stream leadership: Lead and coordinate the Procurement stream under the broader Business Services Transformation effort, acting as the main point of coordination for Procurement-related enterprise initiatives within CDT.
- Enterprise Procurement Process Harmonisation: Lead the Enterprise Procurement Process Harmonisation exercise, including planning, stakeholder engagement, coordination and facilitation of working sessions.
- Dependency management: Identify and manage dependencies between Procurement transformation activities and related enterprise initiatives,

including ERP, cloud migration, data platform, Finance, HR and other business services initiatives.

- Decision support: Prepare briefing material, options analyses and recommendations to support senior-level decisions on Procurement transformation, process harmonisation and Procurement cloud/ERP initiatives.

Task 3: Business Services Advisory (SME Role)

- The contractor will provide expert advisory support on Procurement business services, ERP implementation and Procurement-related cloud transformation initiatives, ensuring that Procurement transformation activities are informed by relevant expertise, leading practices and enterprise-wide considerations. Responsibilities include:

- Procurement SME advisory: Provide CDT staff with ad-hoc subject matter expert advice on Procurement business services, ERP implementation, cloud-enabled Procurement solutions and relevant technology considerations.

- Market and leading-practice insight: Advise on market practices, leading practices and lessons learned from large-scale Procurement transformation, ERP implementation and cloud-based Procurement programmes.

- Business and technology alignment: Support alignment between Procurement business requirements, enterprise architecture, cloud adoption, data management and NATO's wider digital transformation objectives.

- Documentation review and quality assurance: Review Procurement-related project documentation, plans, process materials, solution approaches and delivery artefacts, providing recommendations to improve quality, coherence and delivery confidence.

- Stakeholder engagement support: Support engagement with Procurement stakeholders across NATO entities to ensure that transformation activities reflect operational needs, enterprise priorities and agreed Procurement process harmonisation objectives.

Skills, Knowledge, Experience Required:

Mandatory:

- Minimum 8 years of relevant experience in digital transformation, specifically in Business Services, with significant experience in the Procurement domain;

- Proven experience leading Procurement transformation, ERP implementation and business services projects in large international organisations, including initiatives involving cloud-enabled solutions, data platforms and enterprise-wide process harmonisation;

- Demonstrated experience with Procurement process design, process harmonisation and business transformation;
- Proven experience in programme management and project management, preferably in complex, multi-stakeholder environments;
- Strong ability to interact with, manage and influence senior executive stakeholders;
- Strong communication skills in English, including the ability to develop written materials and present complex concepts clearly and succinctly.

Desirable:

- Experience working in NATO and understanding of relevant NATO policy;
- Experience with market solutions in the domain of Procurement, ERP and enterprise business services;
- Experience with commercial cloud provider platforms and/or on-premise cloud platforms;
- Certification in project or programme management, such as PRINCE2, PMP, or equivalent;
- Proven ability to navigate complex multi-national environments (e.g., NATO/military contexts);
- Understanding of Enterprise Architecture frameworks (e.g., TOGAF), IT Governance (e.g. COBIT) and service management (ITIL);
- The contractor must be in possession of a NATO SECRET security clearance before being considered as a candidate.

Required Level of Security Clearance:

NATO SECRET.