

Role Description

Procurement Europe is a service provider empowering Small and Medium-sized Enterprises (SMEs) to participate in EU public tenders. We believe that too often public sector purchasing has been inaccessible and we seek to change that by demystifying process through training and guidance from experienced public sector buyers.

If you are looking for a way to apply your knowledge of the German public purchasing market to help increase participation in public purchasing in a way that fits with your current work and life, we might be a perfect fit.

Role

We are looking for a **German Public Sector Expert** to join our team in a limited, supplemental capacity, with a starting project that will test your ability to widely train and guide companies in their journey to access the German public tendering market.

Context

Over the years, Procurement Europe has provided training to private companies from a public procurement experience perspective. We have sought to bridge the divide first with a focus on individual companies and then wider audiences. Our team are not exclusively lawyers, but real world buyers involved in public procurement who want to use part of their time to advise bidders on how to better respond when opportunities arise.

This role will report to the Program Director.

Contract type: assignment for contractor

Location: Remote, travel as needed

Need to travel: Limited

Job schedule: 100-200 hours (up to 25 days) over 6 months per project.

Objective

- As a **German Public Sector Expert**, you have a general understanding of the EU public procurement directives (2014/23 EU, 2014/24 EU and 2015/25 EU), as well as the ongoing evolution to a simpler public procurement EU Regulation.
- More specifically though, you have worked within the German public procurement rules, Public Procurement Regulation (*Vergabeverordnung – VgV*), Sector Regulation (*Sektorenverordnung – SektVO*), and you are at least aware of Concession Award Regulation (*Konzessionsvergabeordnung – KonzVgV*) or Defense and Security Procurement Regulation (*Vergabeverordnung Verteidigung und Sicherheit – VSVgV*).
- As a German Public Sector Expert, your core objective is to inform bidding companies about the local rules and how to best perform in the local market. You can articulate in trainings or webinars what those challenges are. We will help you, providing all the written reference and training at the EU level, you will complete the picture in the written and training forums with the local perspective.

Finally, you will provide direct assessment and guidance of selection and award criteria preparation to a few targeted companies.

Key responsibilities

National Market Guidance

You will inform and guide companies on where to locate local opportunities, how to navigate the selection process and what is expected through the process. You will NOT join them as a bidding member of their team. Our strength lies in our ability to guide without being deeply involved in the private sector.

Training Materials

You will add to our training toolkits, checklists, assessments and reference material with a local perspective. You will respond to direct written questions about the national market when those questions come in.

Training Sessions

Each project includes five core training sessions. You will join those sessions with our other experts to provide your input from the national market level.

Webinars

Each month of the project, we will host webinars where you and other experts will answer questions and provide guidance from the perspective of the national market.

Guest Lectures

Where our partnerships include universities, you may be asked to join some of our post graduate classes as guest lecturer covering your work in public procurement.

Collaboration & Alignment

Our consultants work closely together to create a cross-European network of expertise. Where there is opportunity for us to collaborate and align our approach, we do proactively.

Continuous Improvement

It is critical for our program that we constantly improve, growing our network and helping our clients to develop an easy on ramp to public purchasing for companies of all levels of readiness.

Your profile

Experience

- Experience in public purchasing, either from the buying side working within the directives or with substantial experience across purchase types on the selling side (supplies, services.) Your experience should be recent (within 3 years) and include an understanding of the evolving EU public tendering market today.
- If your experience includes formal training on EU public procurement, your experience is not only legal qualification but applied work in this area
- You have had some experience speaking to large international audiences in English
- Your work has included a unique deep understanding of German public procurement

Skills

Public Procurement

In depth knowledge of German public tendering rules. It is nice to have experience in German Concessions and Defense procurement, but this is not critical.

Practical knowledge of the tools in German public tendering, including oeffentlichevergabe.de.; [DTVP – Deutsches Vergabeportal](https://www.dtv.de/).; [GIZ e-Procurement Portal](https://www.giz.de/).; and of course TED. If you are not familiar with the regional German public tendering portals, you are at least aware of and can navigate them for clients when needed.

Communication

It is critical that you are comfortable communicating in English in both writing and training environments.

You must be comfortable and proactive in your communication, but not impulsive. Your communication style should be deliberate, thoughtful and concise.

You are able to listen and discuss needs with clients, challenges with colleagues and report clearly on all project deliverables.

Governance & Security

Working grasp of **data governance, security, and compliance** practices in Europe where those challenges arise for bidders.

Nice to have: A peripheral understanding of IT Security standards, manufacturing standards or international standards on importing

Attitude

- You treat all participants in the program as colleagues
- You pay attention to needs and are proactive and proportionate in responding to them.
- You are a rational-thinker, structured and detail-oriented
- You are proactive and solution-driven
- You have a strong sense of ownership and accountability
- You accept to be challenged and challenge others in appropriate forums
- You are unafraid to ask for or offer help when needed
- You appreciate and are happy to work in an international environment with people of all sorts

Why Work With Procurement Europe ?

- Because this is a part-time effort based on the number of projects you are involved in, **you can continue to work your regular job full time**. Because we do not serve as members of a bidding team but rather provide general guidance on rules and processes, we are able to avoid conflicts of interest. Where there is any possibility of a conflict, we will never assign an expert.
- When you work with **Procurement Europe**, you are a recognised expert for your country's public purchasing rules in an international team of experts. After some projects with us, we may include you in international European training for public procurement standards, invite you to some of our educational forums or ask you to participate in new novel ways to improve purchasing.

How to apply?

To apply, send your CV to us at beau@procurement europe.com.

If you could be a match, we will arrange an informal discussion and go from there.