



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	A033 – COMMERCIAL & LEGAL OFFICER 5
Grade	A4
Division	Programme Management Support
Section	Commercial & Policy
Management of Staff	0
Location	Bonn (DE)
Initial Contract Duration	3 years
Closing Date for Applications	04/03/20
Start Date	01/05/2020
Interview Date	Week commencing on 16 March 2020

1. **Background**

OCCAR-EA facilitates and manages collaborative European armament Programmes through their life cycle and continuously improves the effectiveness of collaborative defence equipment programme management.

The Programme Management Support Division (PMSD) is broadly responsible for:

- Maintaining programme management and contract management policy, procedures and guidance;
- Supporting Programme Managers in commercial, legal and programme management-related matters;
- Providing independent advice to the OCCAR-EA Director on programme-related matters;
- Integrating new programmes and new programme stages into OCCAR.

The Commercial and Policy Section sits within PMSD and is responsible for all contract management activities associated with the above tasks.

2. Duties and Responsibilities

The COMMERCIAL & LEGAL OFFICER reports to the Commercial and Policy Section Leader and is responsible for supporting the definition of contracts policy, preparing and staffing contracts, assisting in programme integration activities and supporting of Programme Divisions with their commercial and legal requirements.

In particular, he/she will:

- Support the update of OCCAR Management Procedures (OMPs), Internal procedures and Internal Guidance, in particular the procedures for Procurement and Contract Placement;
- Prepare/draft regulations, procedures, documents, etc. which are managed by the C&P Section;
- Support the definition of the OCCAR-EA Policy for Contracts, Price Audits and Price Investigations;
- Support the Programme Divisions and Central Office to prepare, negotiate and manage contracts and ensure the contract process follows OCCAR rules:
 - Draft complex contracts, advise on the associated annexes (e.g. statement of work) and ensure consistency of the whole contract document
 - Conduct negotiations with industry, as determined by the negotiation manager
 - Manage the circulation of sensitive commercial information during a competitive tendering process
 - Manage the configuration of the contract during its preparation and produce a circulation report
 - Ensure the contract terms and conditions are compliant with OCCAR rules and regulations, and the applicable national law
 - Handle any contractual issue that may arise during the execution of the contract
 - Support contract audit functions
- Support the Programme Integration Manager for the integration of new programmes and new programme stages into OCCAR, including preparing the associated Programme Management Authorisations and the Programme Decisions .
- Support the Member States in the drafting/negotiating of MoUs;
- Support to OCCAR Central Office on the commercial and legal impact of EU activities on OCCAR-EA business (e.g. European Defence Industrial Development Programme);

In performing the above duties, the Commercial and Legal Officer will coordinate with the OCCAR-EA Central Office, in particular the Legal Adviser, the Business Development Strategic Planning and Reporting Office, the Finance Division, the Corporate Support Division and within PMSD.

3. Key competences and skills required for the grade

(You must provide evidence of meeting these key competences and skills in your Application, Section 12).

CS 1 Executive management skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations;

CS 2 Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;

CS 3 Conceptual thinking with the ability to analyse complex and wide ranging questions, issues and information, with a structured approach to the problem solving process, including providing recommended solutions and a proposed way forward;

CS 4 The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;

CS 5 The ability to use Computer and Information Technology (ICT) facilities, with a working knowledge of MS Office software.

4. Specialist knowledge and experience required for the post

(You must provide evidence of meeting these specialist requirements in your Application, Section 11).

4.1 Essential:

ES 1 An extensive experience of applying procurement procedures, drafting contracts, negotiating contracts and managing contracts, particularly in the field of defence procurement in one or more of the OCCAR Member States;

ES 2 Sound experience in managing the legal matters relating to contracts (e.g. Terms and Conditions; procurement rules and regulations, etc.);

ES 3 Knowledge of EU procurement regulations and an awareness of European defence-related structures and organisations.

4.2 Desirable:

DS 1 Experience in cost analysis, audit and price investigation is highly desirable;

DS 2 Experience in drafting or negotiation of international agreements/arrangements;

DS 3 Knowledge of the legal and national legislation related to procurement contracts.

5. Language Requirements

- Advanced level of English both oral and written.
- Adequate knowledge of any other OCCAR language would be an asset.

* The language levels can be found on the OCCAR website, www.occar.int Human Resources / vacancies.

6. Qualifications

A university degree or equivalent qualification in the activities directly related to the described tasks is highly desirable

7. Security Clearance

Security clearance at OCCAR Secret level is required for this post.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Neil Pitts (Head of Programme Management Support Division)

Email: neil.pitts@occar.int

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

Applicants who are **not** Ministry of Defence staff wishing to apply for this Post should email the completed application and supporting documentation to B010@occar.int.

OCCAR Privacy Statement:

When applying for an OCCAR vacancy, it is necessary for OCCAR to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment. For further information please visit our web-site: OCCAR Privacy Statement - <http://www.occar.int/privacy-data-protection>.