



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	AF09 – COMMERCIAL AND CONTRACT SECTION LEADER
Grade	A5
Division	MALE RPAS Programme Division
Section	Commercial and Contract
Management of Staff	1 initially (4 eventually)
Location	Munich, DE
Initial Contract Duration	3 years (subject to the development of the programme the initial contract duration may differ from 3 years standard duration)
Closing Date for Applications	27 th May 2020
Start Date	1 st September 2020 (subject to the development of the programme)
Interview Date	10 th June 2020

1. Background

The MALE RPAS Division is responsible for accomplishing the development, production and initial In-Service Support (ISS) of the MALE RPAS weapon system. Following a 2 years Definition Study Phase within Stage 1 of the Programme, its work shall now comprise the follow-on phases of development and production incl. initial ISS in one future Stage 2 (Global) Contract and potential additional Contracts under Stage 2 in specific areas, e.g. ATI. This (Global) Contract shall also include the provision of the associated Ground Control Stations (GCSs) and all necessary support equipment. Adaptation mechanisms and different ways of amendment processes shall provide the necessary flexibility to this 10-12 years planned duration Contract. In addition, work to finalise Stage 1 Definition Study Phase Contract including necessary closure activities needs to continue in parallel.

In this context, the Contract and Commercial Section is responsible for all contractual, commercial and financial activities of the Division, but also manages this European armament Programme with respect to the European Defence Industrial Development Programme (EDIDP) and the European Defence Fund (EDF) established by the European Commission (EU-Com) strengthening European sovereignty and continuously aiming at improving the effectiveness of European industrial defence cooperation.

2. Duties and Responsibilities

The Commercial and Contract Section Leader supports and advises on all legal/commercial topics for the European MALE RPAS PD and will oversee PPSs MOU/IA negotiations. He/she will be central to drafting all Programme Decisions (ProgD) between PPSs and OCCAR-EA.

The responsibilities will include:

- The set up of the contract management strategy;
- Preparation, negotiation, conclusion and closure of contracts and contract amendments;
- Provide advice and support of the Memorandum of Understanding (MoU) negotiations;
- Provide legal advice relating to all Programme Division activities;
- Manage the operational and administrative budget and all resulting EDIDP/EDF implications;
- Manage the section staff;
- Lead and supervise the process of integrated programme planning focused on high level objectives.

In particular he/she will:

- Lead the Contract negotiation with selected Contractor/Industry;
- Lead the price negotiation of a (Global) Contract and potential other Contracts under Stage 2 including the involvement of PPSs' National Pricing Authorities;
- Strategic input to the Programme Manager on contract, finance and legal issues with particular emphasis on dealings with the closure of the Stage 1 Definition Study and with the implementation of the Stage 2 (Global) Contract towards the Contractor or the MALE RPAS industrial consortium in case of EDIDP/EDF ;
- Establishment of Procurement Strategies/Contract Routes for future Phases/requirements;
- Oversight and Management of all Programme Division finances and budgets;
- Preparation and scrutiny of budgets, forecasts and presentation of budget submissions to PPSs;
- Liaison and advice to PPSs on specific Programme commercial, contract and legal issues;
- Programme Division advice and support to Memorandum of Understanding (MOU) and ProgD negotiations;
- Legal and contract advice on all Programme and Programme Division matters and associated issues;
- Oversight and mentor for MALE RPAS Site Support Assistant relating to Contract matters;

- Manage and co-ordinate the activities of invoicing ensuring timely payment of due invoices;
- Briefing to PPSs at senior level on all Commercial and Contract Issues;
- Liaison, presentation and interface with PPSs' auditors etc;
- Management of all Commercial and Contract staff.

The Commercial and Contract Section Leader will also:

- ensure application of OCCAR procurement methodology, contractual rules and regulations, framework documents including OCCAR MALE RPAS ProgD's;
- ensure coordination and co-operation with OCCAR/Programme Management Support Division (PMSD) and Finance Division (FD);
- ensure coordination and co-operation with other international organisation, such as e.g. the EU-Commission on EDIPD/EDF rules and regulations;
- Build good professional working relationships with Industry, PPSs and OCCAR-EA.

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 ability proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent leadership, interpersonal and team working 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** Thorough and proven experience in defence programmes in a multi-national environment and familiarity with defence structures, organisation and industries;

- ES 2** Thorough and proven senior experience of leading contract negotiations and pricing of major programmes nationally and internationally;
- ES 3** Experience in leading in the management and monitoring of contracts;
- ES 4** Experience in budget planning and finance;
- ES 5** Experience in negotiating MOUs and/or other international agreements.

4.2 Desirable:

- DS 1** Proven hands on experience and knowledge of any MALE RPAS participating state contract law, particularly German; Awareness of other defence related structures and organisations;
- DS 2** Awareness of national Pricing Procedures and Processes;
- DS 3** Experience in international contract/programme management;
- DS 4** Knowledge of OCCAR Through Life Management concept.

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:

Baptiste LONGUET (Programme Manager)
Email: baptiste.longuet@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 B009@occar.int and 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>.