



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	B638 – Contracts Assistant
Grade	B6
Division	FSAF Programme Division
Section	Commercial Section
Management of Staff	0
Location	Paris Malakoff, France
Start Date	1st September 2011
Interview Date	Week commencing 27th June 2011

1. Background

The scope of the Programme is the definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:

- Surface-to-Air Anti-Missile system (SAAM);
- Surface-to-Air Medium Range Land system (SAMP/T).

The management of this Programme seeks to optimise the use of as many common elements as possible and also gives consideration to the potential to extend the capabilities of the systems.

2. Duties and Responsibilities

The contract assistant will report to the Commercial Section Leader.

The post holder will:

- record data related to execution of contracts:
 - date and number of contractual deliveries;
 - update deadlines for decision after receipt of deliveries;
 - assist contract officers to provide alert about deadlines to technical responsible;
- record contractor claims for extension of execution timescales, exemption from penalty and prepare folders through other Programme Division Sections for decision;

- ensure that the Programme Division replies to letters sent by contractor, concerning contract execution;
- help the finance assistant in the processing of invoices;
- if necessary, take temporary additional task as required by the Programme Manager.

The above mentioned activities cover all ongoing contracts.

3. Competences / Skills required for the post

- Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations.
- The ability to work in a changing, developing and demanding environment.
- The ability to work independently based on objectives set by the line manager.
- The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software.
- Adequate knowledge of other OCCAR languages would be an advantage.
- Good team-working skills with ability to establish good working relations at all levels and the ability to work in a multicultural context and with respect for diversity.

4. Knowledge and Experience

- Sound experience in contracts matters;
- Experience in financial activities, especially invoice processing;
- Ability to use Computer and Information and Communication Technology (ICT) facilities. Use of Word, Excel (spreadsheets, ...).

5. Language Requirements

- Fluency (reading and writing) in the English language is essential.
- Good knowledge of Italian or French languages is desirable.

6. Qualifications

Higher secondary education plus practical experience in the activities directly related to the tasks prescribed is highly desirable.

7. Security Clearance

National security clearance at "OCCAR-Secret" level is required for this post.

8. Points of Contact

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