



Organisation for Joint Armament Co-operation Executive Administration

| Vacancy Notice | |
|----------------------------------|------------------------|
| Post | A002 – Deputy Director |
| Grade | A6 |
| Division | Central Office |
| Section | - |
| Management of staff | 7 |
| Location | Bonn, Germany |
| Initial Contract Duration | 3 Years |
| Start Date | 01 July 2014 |
| Interview Date | 17 October 2013 |

1. Background

OCCAR-EA's mission is to facilitate and manage European collaborative defence equipment programmes across their life cycle, to the satisfaction of its customers. Its vision is to be a centre of excellence, and first choice in Europe, in the field of collaborative acquisition of defence equipment.

The Deputy Director is personally accountable to the Director of OCCAR-EA for the exercise of his delegated authority for all activities as Deputy Director, Head of the Business Development Strategy, Planning and Reporting Office and Quality Management Representative. The Deputy Director is directly responsible to the OCCAR-EA Director. He/she will be a member of the Board of Management and shall be appointed by the Board of Supervisors (BoS).

2. Duties and Responsibilities

General Responsibilities

The Deputy Director substitutes for the OCCAR-EA Director in his/her absence, in accordance with the Terms of Reference of the OCCAR-EA Director. To this end, the Director will consult with him/her and inform him/her on all matters of significance. The Deputy Director is entitled to attend meetings of the BoS (Article 15 of the Convention) and Committees as created by the BoS under Article 12 of the Convention.

Specific tasks and responsibilities

The Deputy Director will:

- Represent the OCCAR-EA Director in his absence, including during Programme Board and Programme Committee meetings
- Prepare decisions to be taken at Director's level to the maximum extent possible;
- Cover responsibilities and tasks at Director's level at all times as delegated;
- Ensure that effective consultation and coordination takes place on programme and corporate governance issues between Programme Managers and Heads of Central Office Divisions;
- Monitor the coordination of actions and initiatives among the Central Office Divisions;
- Promote dissemination of programme management and corporate governance best practice within OCCAR-EA;
- Advise the OCCAR-EA Director on corporate issues where necessary;
- Ensure the management of OCCAR-EA corporate risks;
- Lead the internal communication effort across OCCAR-EA;
- Coordinate management matters of corporate importance, such as Performance Management and Quality Management (both detailed beneath), but also Information and Information Security Management, and, as "facilitator", the overall coherence of the OCCAR-EA Corporate systems and Business Management tools.

As Head of the Business Development Strategy, Planning and Reporting Office he/she will:

- Propose the OCCAR-EA Business Development Strategy and Plan to the Director;
- Ensure that developments within the European defence framework are closely monitored;
- Within the boundaries set by the BoS and the Future Tasks and Policy Committee, liaise with Official Services of the Nations and, if necessary, other international organisations (European Defence Agency, NATO agencies, defence industrial associations, defence industry, etc), with a view to identifying and taking forward possible opportunities for co-operation;
- Ensure that defence equipment programmes and projects which could be integrated into OCCAR are identified and monitored;
- Identify and exploit opportunities for external communication about the OCCAR-EA mission, role, vision and best programme management practices;
- Once the intention of the Nations, to integrate a programme or Technology Demonstrator Programme into OCCAR becomes clear, ensure that BDSPRO contributes to the Central Office Programme Integration Team in charge of the integration process, which includes the provision of support to the drafting of Programme Management Authorisations, MoUs, Programme Decisions and contracts;
- Manage and support the definition of the organisation's strategic aims and targets, coordinate the annual resources planning cycle with a view to identifying and planning the human, material (including infrastructure) and financial resources necessary to achieve the OCCAR-EA strategic aims and targets; ensure overall coherency of OCCAR-EA planning and reporting; produce the OCCAR-EA Business Plan and Annual Report;
- Maintain the corporate performance management system based upon the balanced scorecard methodology; monitor OCCAR-EA business performance; inform the OCCAR-EA Director on progress towards the strategic aims and targets; propose recovery action plans if necessary;
- Develop and maintain the integration of all management methods and approaches into the OCCAR-EA Internal Control Process, providing internal and external reasonable assurance that objectives are reached in an efficient way;

- Interface with all Programme Managers and Heads of Division for performance management and business planning and reporting;
- Provide inputs and reports to the Director on matters related to his/her tasks;
- Provide input and support to the BoS, Programme Boards and OCCAR Corporate Committees (Future Tasks and Policy Committee, Finance Committee, In Service Support Committee and Security Committee, in close liaison with the Heads of Central Office Divisions);
- Manage the BDSPRO staff in a manner that promotes working as a team and enable them to achieve in an efficient and timely manner their specific objectives.

As the OCCAR-EA Quality Management Representative (QMR), he/she will:

- Ensure that the OCCAR-EA Quality Management System (QMS) is maintained and continually improved. This includes in particular;
- Identifying and championing opportunities for improvement across OCCAR-EA;
- Monitoring the timely closure of improvement actions;
- Preparing, organising and ensuring follow-up of Management Reviews;
- Co-ordinating the tasks of the Quality Focal Points and Deputy QMR;
- Report to the Director on the performance of the QMS and the satisfaction of customer requirements throughout the organisation;
- Promote awareness of the QMS and of customer requirements throughout the organisation;
- Prepare and coordinate the ISO 9001 surveillance and re-certification audits.

3. Competences / Skills required for post

- Executive management ability proven through results attained in performing jobs in this field for other national / international organisations;
- Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- Excellent team working skills and leadership skills and the ability to motivate staff;
- The ability to interact sensitively, effectively and professionally with persons from diverse cultural, educational and professional backgrounds, and of all ages and life styles;
- 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;
- The ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- The ability to work in a changing, developing and demanding environment and state-of-the-art programme management;
- The ability to use Computer and Information Technology (ICT) facilities, with working knowledge of MS Office software;
- The ability to think in the political dimensions setting the framework for OCCAR.

4. Knowledge and Experience

4.1 Essential

- Experience in national/international armament programme/project management;
- Knowledge of the European Defence industry and defence related Organisations, with an understanding of the political context in which OCCAR is operating.

4.2 Desirable

- Good understanding of strategic, quality and risk management concepts, methods and techniques;
- Detailed knowledge of corporate governance methodologies and tools, with particular emphasis on performance, quality and risk management;
- Experience of multinational defence equipment programme management and awareness of other defence structures and organisations;

5. Language requirements

- Fluency, orally and written, in the English language.
- Adequate knowledge of at least one other OCCAR language would be an asset.

6. Qualifications

A university degree 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. Points of Contact

1. Timothy ROWNTREE (OCCAR-EA Director)
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