



# Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	A014 – Commercial & Legal Officer 1
<b>Grade</b>	A4
<b>Division</b>	Programme Management Support
<b>Section</b>	Commercial and Policy
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, Germany
<b>Initial Contract Duration</b>	3 Years
<b>Start Date</b>	01 March 2015
<b>Interview Date</b>	Week commencing 27 <sup>th</sup> October 2014

## 1. **Background**

The Commercial and Policy Section (C&P S) within the Programme Management Support Division (PMSD) is responsible for providing the expertise needed in the preparation and drafting of the definition of the OCCAR policy in respect of programmes, contracts management and the negotiation of agreements with the Member and Programme Participating States and other International Organisations (Programme Management Authorisation, Programme Decision and International Agreements/Arrangements). The C&P S is also responsible within the commercial/contractual domain for the management of small Programmes and TDP (Technology Demonstrator Projects), for which a specific Programme Division (PD) is not set up.

## 2. **Duties and Responsibilities**

The Commercial & Legal Officer 1 (CLO1) will report to the Commercial and Policy Section Leader in respect of the support in contracts policy definition, preparation of Programme Management Authorisation and Programme Decision documents, preparation and staffing of contracts, and the support of OCCAR Divisions for commercial and legal programme issues. In particular he / she will be responsible for:

- Providing support to the identification of OCCAR-EA contracts procedures and tools internally needed for the successful pursuit of its business goals and objectives.
- Supporting the definition of the OCCAR-EA policy for contracts.
- Aiding identification of any "external" means (enabling contract etc.) which is needed for current or future business.

- Preparing and drafting regulations, procedures, documents, etc. which are managed by the C&P Section, including the drafting and revision of the Contract Package OMPs.
- Interacting and liaising within the Section and within the PMSD, for all aspects of contracts and procedures policy, with the view to present to the Section Leader coordinated results.
- Supporting the Programme Participating States in their activities in drafting/negotiating MoUs.
- Preparing, in coordination with the Programme Participating States, the Agreements between OCCAR and the Programme Participating States and other international organisations, including Programme Management Authorisations and Programme Decisions for new programmes and new phases of existing programmes, as well as proactively support process leading to their approval and signature.
- Supporting the Programme Divisions during contract finalisation, negotiation and execution.
- Providing, if requested, assistance to Programme Managers with drafting agreements under their responsibility, in order to ensure coherency and consistency of approach and the use of best practice.
- Monitoring the contract process followed by the Programme Divisions related to OCCAR rules.
- Providing advice to the Section Leader for the scrutiny of major contracts.
- Providing support to audit functions for contractual aspects.
- Preparing, negotiating and administering contracts for small programmes, studies and TDPs for which a specific Programme Division is not set up
- Preparing, negotiating and administering contracts for corporate projects, as requested.

### **3. Competences / Skills**

- The ability to establish and maintain excellent working relations at all levels in an international and multicultural context and with respect for diversity.
- Excellent interpersonal skills with the ability to interact sensitively, effectively and professionally with persons from diverse cultural, educational, racial, ethnic and professional backgrounds and communicate at all levels within OCCAR as well as with Nations.
- The ability to grasp and analyze complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process and be able to synthesise issues for discussion and resolution with high-level audiences.
- The ability to work in a changing, developing and demanding environment.
- The ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- The ability to use Computer and Information Technology (ICT) facilities, with working knowledge of MS Office software, in particular Excel and PowerPoint.
- Knowledge in applying programme management disciplines in a true Through Life Management sense.

#### **4. Knowledge and Experience**

##### Essential

- Direct experience or in depth knowledge of preparation/negotiation of international agreements (including their legal implications).
- An extensive knowledge of administrative and legal aspects related to contracts and contractual proceedings in an international context, particularly in the field of defence procurement in the OCCAR Nations.
- In depth knowledge of national legislation at least of one of the OCCAR Member States

##### Desirable

- Experience of international programmes' contract management.
- Knowledge of cost analysis, audit and price investigation.
- Awareness of other defence related structures and organisations

#### **5. Language Requirements**

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

#### **6. Qualifications**

A university degree or equivalent related to the prescribed tasks is desirable.

#### **7. Security Clearance**

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

#### **8. Points of Contact**

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