



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	A008 – Business Planning Officer
Grade	A3
Division	Business Development, Strategy, Planning & Reporting Office
Section	Business Planning
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	11 September 2018
Start Date	1 December 2018
Interview Date	w/c 15 October 2018

1. **Background**

The Business Development, Strategy, Planning & Reporting Office (BDSPRO) supports the Director in the formulation of a corporate strategy, establishes the OCCAR-EA Business Plan, leads in OCCAR-EA business development, develops, maintains and implements a corporate performance management policy, leads in OCCAR-EA planning and reporting. The BDSPRO is headed by the OCCAR-EA Deputy Director.

2. **Duties and Responsibilities**

The Business Planning Officer will report directly to the Strategy & Business Planning Section Leader.

In particular he/she will:

- Support and assist with the preparation and establishment of the Business Plan;
- Act as secretariat for the Board of Supervisors, Programme Boards, the Future Tasks and Policy Committee and the Board of Management, preparing necessary documentation prior to meetings and establishing and maintaining decision sheets, records, etc as appropriate;

- Administer and archive all documentation relating to the Board of Supervisors, Programme Boards, Future Tasks and Policy Committee and the Board of Management (decision sheets, plans, reports and other records);
- Assist in corporate reporting including the OCCAR-EA Annual Report;
- Support and assist the administrator/power user of the OCCAR-EA Performance Management software tool, in particular verifying the coherence and quality of source data and outputs;
 - Manage the Corporate Action List and Open Actions Tracker
 - Assist with the set up and maintain relevant management documentation, relating to planning and reporting
 - Facilitate the customer satisfaction workshops between OCCAR-EA and the corporate and Programme Committees and establish the written records
 - Assist with the preparation of the annual Staff Survey and the analyses of its results
 - Assist with the identification and management of risks (threats and opportunities) in the business planning and reporting domain
- Contribute to the internal communication effort, more specifically;
 - Plan and prepare staff meetings and support other meetings and working groups pertaining to internal communication
 - Maintain designated areas of the OCCAR-EA Intra- and Extranet and contribute to the further development of it; contribute to other communication channels and tools
 - Manage the OCCAR-EA Staff Suggestion Scheme

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** The ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity;
- CS 2** Excellent interpersonal and team working skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 3** The ability to work in a changing, developing and demanding environment;
- CS 4** The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities and able to demonstrate a good 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** Experience in the field of internal/corporate communication;
- ES 2** Experience in secretariat and business reporting to high-level audiences;
- ES 3** The ability to work against fixed, unmovable deadlines;
- ES 4** Excellent drafting skills in the English language;

4.2 Desirable:

- DS 1** Experience of defence procurement programmes and related forward planning and forecasting;
- DS 2** Experience in and knowledge of documents management and archiving;
- DS 3** Experience in the use of Performance Management software. Should the post holder not possess such knowledge, then he/she will be expected to attend internal training;
- DS 4** A keen awareness of the European Defence environment.

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 higher secondary education or equivalent in the activities directly related to the tasks described 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:

Sven HISCHKE (Strategy & Business Planning Section Leader)

Email: sven.hischke@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