



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	A033 – Commercial & Legal Officer 5
Grade	A3
Division	Programme Management Support
Section	Commercial and Policy
Management of Staff	0
Location	Bonn, Germany
Start Date	01 September 2015
Interview Date	Week commencing 13 th July 2015

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

The Commercial & Legal Officer 5 (CLO5) will report to the Commercial and Policy Section Leader and will be responsible for the support in contracts policy definition, preparation and staffing of contracts, preparation of Programme Management Authorisation and Programme Decision documents and the support of Programme Divisions for commercial and legal programme issues. In particular he / she will be responsible, under the direction of the C&P Section Leader, for the following:

- Support the identification of OCCAR-EA Contracts Procedures and Tools, internally needed for the successful pursuit of its business goals and objectives.
- Provide support to the definition of the OCCAR-EA policy for Contracts.
- Provide advice to the Section Leader for the scrutiny of major contracts.
- Act as the PMSD focal point for the collection and support the assessment of initiatives, aimed at improving the OCCAR processes for programme integration and for the placement and the management of contracts.

- Timely update and organising periodic review of the following OCCAR Management procedures (OMPs):
 - OMP 2 "Programme Integration";
 - OMP 5 "Contract Placement Procedure";
 - OMP 6 "Contractual Standard Articles",as well as the associated Internal Procedure (IP) and Internal Guidance (IG) documents, including the preparation, drafting and coordination within OCCAR-EA of new IPs and/or IGs, as necessary.
- Interact and liaise 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.
- Monitor the contract process followed by the Programme Divisions related to OCCAR rules.
- Support audit functions for contractual aspects.
- Aid identification of any "external" means (enabling contract etc.) which is needed for current or future business.
- Prepare/draft reports, briefings and other types of documents on matters under his/her responsibility, as directed by the C&P Section Leader.
- Prepare, negotiate and manage contracts for corporate projects within their responsibility.
- Support CSD in the preparation and negotiation of contracts for administrative procurement.
- Provide support, when requested by the C&P SL, to the following:
 - the Programme Divisions during contract finalisation, negotiation and execution;
 - the preparation, negotiation and management of contracts for small programmes, studies and TDPs for which a specific Programme Division is not set up;
 - the preparation, drafting and approval process of Programme Management Authorisations and Programme Decisions for new programmes and new stages of existing programmes;
 - Support the Member States in their activities in drafting/negotiating MoUs.
- Carry out other ad hoc tasks as required by the C&P SL

In the performance of the above duties, the CLO5 will ensure that adequate coordination is maintained with other organisational elements of OCCAR-EA Central Office, with particular regard to the Legal Adviser, the Business Development Strategic Planning and Reporting Office, the Finance Division and the Corporate Support Division.

3. Competences / Skills

- The ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity.
- Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations.
- Excellent team working skills.
- The ability to work in a changing, developing and demanding environment.

- The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- The ability to use Computer and Information Technology (ICT) facilities

4. Knowledge and Experience

4.1 Essential:

- An extensive knowledge of procurement strategy and contracts drafting, pricing, negotiation and management, particularly in the field of defence procurement in the OCCAR Nations.
- A broad knowledge of administrative and legal aspects related to contracts in an international context. Knowledge of national legislation and contractual proceedings at least of one of the OCCAR Member States is essential.
- Previous experience in international programmes' contract management.
- Awareness of other defence related structures and organisations.

4.2 Desirable:

- Knowledge of cost analysis, audit and price investigation is highly desirable.
- Experience in drafting of international agreements/arrangements is highly desirable.
- Knowledge of the OCCAR Through Life Management concept.

5. Language Requirements

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

6. Qualifications

A university degree or equivalent education with several years of experience in the activities directly related to the tasks prescribed is highly desirable

7. Security Clearance

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

8. Points of Contact

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