



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	A905 – Commercial, Finance and Programme Management Support Officer
Grade	A4
Division	ESSOR Programme Division
Section	N/A
Management of staff	0
Location	Bonn, Germany
Initial Contract Duration	3 years
Start Date	1 January 2016 (subject to the signature of a valid Programme Decision)
Interview Date	Week Commencing 12 October 2015

1. Background

The aim of the ESSOR Programme shall be to provide the basis for development and production of Software Defined Radio (SDR) products in Europe to meet the requirement for fielding such equipment in Europe within the timeframe of 2010-2030, through the following Programme activities:

- Contribute to the development of an autonomous European Defense Technological Industrial Base in SDR through the establishment of the normative referential required for the development and production of a military SDR in Europe;
- Define a referential system architecture for ESSOR shared at European level using the JTRS Software Communications Architecture (SCA) as a basis, and develop an associated certification environment;
- In association with the above bullets, address the military related challenges such as waveform characteristics and security aspects;
- Define and develop a new High Data Rate (HDR) waveform, which may be promoted as a new standard, and to implement such HDR waveform on selected platforms;
- Complement European Commission and European Defence Agency (EDA) activities in support of a coordinated European approach to SDR;

- Promote a common European Defence position in SDR;
- Investigate the ESSOR concepts of interoperability and portability.

The tasks carried out within the ESSOR Programme will concern the following activities for the ESSOR Architecture and the HDR waveform (named as ESSOR Products):

- the Technical Field Tests;
- the technical and operational development of the ESSOR Products;
- the standardisation of the ESSOR Products;
- the preparation of subsequent Programme stages.

2. Duties and Responsibilities

As a member of the ESSOR PD the incumbent will be responsible to the Programme Manager for all aspects of Contracts and Finance, and for all business planning and reporting aspects of the programme (Internal and External),

2.1 In particular, he / she will be responsible for:

- Reporting to the Programme Manager on all activities and associated issues as required;
- Liaising with both the Nations and Industry on drafting of reports and the acceptance of Industry documentation;
- The management of the Commercial and Financial functions which includes:
 - Co-ordination, supervision and control of Commercial and Financial activities.
- All aspects of Contracts and Finance to the Programme Manager;
- Establishing and maintaining the Financial Management Plan;
- Liaising with Nations and Industry on all Commercial and Financial activities;
- Reporting to, and liaising with, other members of the programme Division, OCCAR CO on Finance and Commercial aspects (incl. MoU, Programme Decision and audit issues);
- Coordinating, developing and managing the ESSOR Budgets in liaison with the PM;
- Chairing commercial meetings when required and attending other meetings as requested by the PM;
- Ensuring that the contracts are negotiated in accordance with the relevant OCCAR OMPs in co-ordination with PMSD;
- Assisting the PM with the negotiation of contracts;
- Reporting in a timely manner Key Performance Indicators.

2.2 Commercial

- Advise, coordinate, produce, supervise and monitor:
 - All relevant contracts;
 - Contractual matters related to the overall ESSOR Programme;

- Co-ordinate and lead the negotiation and drafting of contracts, amendments and associated correspondence;
- Co-ordinate and respond to contractual audit queries in liaison with OCCAR CO:
 - MoUs and Programme Board Decisions.
- Execute/implement the contractual aspects of contract change proposals/engineering change proposals;
- Maintain and manage the configuration control of the relevant contract(s) and their associated annexes ensuring that an up to date version of the signed contract is available at all times;
- Develop and maintain Procurement Strategy Document(s) and/or Contract Route Document (s) (if required);
- Interpret and provide sound commercial advice on relevant contract(s) and associated annexes;
- Formulate and negotiate IPR agreements and supporting documentation in accordance with the terms of the relevant Programme Decision and existing Contracts, as appropriate;
- Implement, and advise on, competition procedures and policy in accordance with OMP's, Internal Procedures and Internal Guidelines;
- Draft minutes for all meetings held with Industry and PS on Financial and Commercial aspects.

2.3 Finance

- Prepare and manage the yearly ESSOR Programme Operational and Administration Budgets including:
 - Application of OCCAR-EA budgetary, planning, control and forecasting techniques to produce accurate and timely submissions in accordance with OCCAR-EA processes;
 - Carrying out timely and accurate period-end reporting and consolidation of financial data in accordance with OCCAR-EA financial policy and procedures;
 - Monitoring call for funds and maintaining optimum balances in bank accounts to meet the Programmes and Nations needs;
 - Authorising invoices for payment and the maintenance of financial records;
 - Processing invoices in the Financial Management System;
 - Setting and monitoring Carry Over Budgets;
 - The management of a Database Record System for ESSOR contractual payments;
 - Liaising with the OCCAR Finance Division (FD) on budget management and finance matters;
 - Preparing and participating in Budget Screenings.
- Manage:
 - The operating of VAT, tax, levies and import duty processes;
 - Contract Price investigation, negotiation and price analysis in co-ordination with OCCAR CO.

2.4 Business Planning and Reporting

- Prepare reports to the Programme Board and Programme Committee and Nations;
- Prepare the ESSOR Annual Report;
- Prepare the ESSOR part of the OCCAR-EA Business Plan;
- Prepare regular reports to OCCAR-EA Director in accordance with the OCCAR-EA reporting system;
- Provide regular reports to the Programme Manager as requested;
- Maintain internal and external programme action lists;
- Implement and monitor indicators and metrics against the planned programme progress;
- Act as a coordinator within the Programme Division of the Balanced Score Card system;
- Maintain the Programme History;
- Prepare the Programme Management Plan as part of the overall Business Plan of the OCCAR - Executive Administration;
- Supervise, control and monitor the overall Key Performance Indicator (KPI) Process.

2.5 Risk and Schedule Management

- Establish and maintain the programme master schedule and roadmap;
- Maintain the risk register interacting with Industry/Nations and the Programme Division staff to identify potential risk areas;
- Establish and maintain the Risk Management Strategy for the ESSOR Programme Division.

3. Competences / Skills required for post

- The ability to analyse complex environment and wide-ranging questions, issues and information, with a structured approach to problem solving, (including providing recommended solutions and a proposed way forward);
- 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 establish and maintain excellent working relations with stakeholders at all levels in a multi cultural context and with respect for cultural 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 interact sensitively, effectively and professionally with persons from diverse cultural, educational, racial, ethnic and professional backgrounds.

4. Knowledge and Experience

4.1 Essential

- Wide knowledge and experience in financial and commercial management;
- Financial and commercial management experience in an international co-operation;
- Previous experience in commercial management for programmes/projects;
- Wide knowledge and experience in business planning;
- Very good skills in using excel spreadsheets for the elaboration of financial information;
- Wide knowledge and experience in corporate reporting;
- Experience in Programme Management.

4.2 Desirable

- A keen awareness and knowledge of other defence structures and international organisations;
- Experience in communication/software programmes;
- Knowledge of the OCCAR Through Life Management concept.

5. Language requirements

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

6. Qualifications

6.1 Essential

- A university degree or equivalent education.

7. Security clearance

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

8. Points of Contact

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