



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	B641 – ILS/ISS ASSISTANT 2
Grade	B6
Division	FSAF-PAAMS Programme Division
Section	ILS/ISS Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	23 November 2018
Start Date	1 February 2019 (Depending on the availability of the selected candidate an earlier contract start date might be offered)
Interview Date	Week commencing 10 December 2018

1. Background

The scope of the Programme is:

- The definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:
 - o Surface-to-Air Anti-Missile system (SAAM);
 - o Surface-to-Air Medium Range Land system (SAMP/T);
- The ammunition production and in service support of Principal Anti air Missile System (PAAMS).
- The In-Service Support (ISS) of FSAF systems, PAAMS (common & EMPAR) systems and Long Range Radar (LRR), including munition and training & logistics means.

The management of this Programme is aimed at optimising the use of as many common elements as possible and the potential to extend the capabilities of the systems.

2. Duties and Responsibilities

The ILS ISS Assistant 2 will report to the ILS ISS Section Leader.

The post holder will:

- Store, manage and maintain up to date all ILS/ISS documents on OCCAR drives and on Extranet drive shared with Nations ;
- In direct relation with ILS ISS officers, to take part to the control of ISS contracts deliveries acceptance and on request prepare relatives documentation (Contractual Authority Decision Report, CADR);
- Take part to the control of the global coherence between all systems logistic breakdown (LAR) and documentation (IETP);
- Take part to the control of ISS deliveries regarding all systems with a specific focus on standard items and consumables;
- Support the Section Leader and ILS/ISS Officers in organising meetings;
- If necessary, take temporary additional task as required by the Programme Manager.

In direct collaboration with the ILS ISS assistant 1:

- Record all requests submitted by the armed forces of the three participating states for the procurement of standard articles, consumables and services., prepare the back ground documentation to support the competition process among the contractors of the standard items, consumables and services procurement contracts;
- Take part to the studies for the development of innovative and cost effective support solutions based on standard articles use;
- Prepare all the requested documentation in order to support the commercial section for the placement of orders, including background regarding the selection of the contractor to be written in the presentation report;
- Maintain up to date a common data base where all standard items procured are registered;
- Under the responsibility of the ILS ISS coordinator, follow obsolescence management regarding standard articles and consumables;
- Prepare contracts reporting to be presented during the coordination meetings.

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** Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 2** The ability to work in a changing, developing and demanding environment;
- CS 3** The ability to work independently based on objectives set by the line manager;
- CS 4** The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- CS 5** Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

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 Consolidated expertise in logistic acquired on the field;

ES 2 Significant professional knowledge regarding Air Defence Systems use and support;

ES 3 Knowledge of configuration management procedures;

4.2 Desirable:

DS 1 Experience in international co-operation activities;

DS 2 Awareness of other defence related structures and organisations;

DS 3 Experience in technical management (contracts, relations with industry etc);

DS 4 Knowledge of his/her national defence structures and organisations.

5. Language Requirements

- Upper Intermediate level of English both oral and written.
- Adequate knowledge of any other OCCAR language, in particular knowledge of French and Italian, would be an asset.

*** The language levels can be found on the OCCAR website, www.occar.int, Human Resources, vacancies.**

6. Qualifications

Higher secondary education plus several years of practical 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. Applications and Points of Contact

For further information regarding this Post, please contact:

Mr Fulvio BELLASSAI (FSAF-PAAMS Programme Manager)

Email: fulvio.bellassai@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 B010@occar.int