



# Organisation for Joint Armament Co-operation Executive Administration

## VACANCY NOTICE

<b>Post</b>	B033 – Senior Site Management Assistant
<b>Grade</b>	B6
<b>Division</b>	Corporate Support Division
<b>Section</b>	Site Management Bonn
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	1 October 2018
<b>Start Date</b>	1 March 2019
<b>Interview Date</b>	w/c 12 November 2018

### 1. Background

The Corporate Support Division (CSD) is responsible for the provision of essential infrastructure and support to enable the Directorate, Program Divisions and the Central Office to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Security, Information and Communication Technology (ICT) and Site Management addressed in each of the OCCAR-EA sites.

Site Management Bonn is responsible for the planning and implementation of the Enabling Infrastructure Management, Investments Management, Budget and Finance Management, Contract Management and Risk Management of the Bonn OCCAR-EA site. Site Management is also responsible for policy in respect to the Health & Safety, Emergency Planning, asset management and registry management.

### 2. Duties and Responsibilities

The Senior Site Management Assistant will report directly to the Site Management Bonn Section Leader Bonn.

He/she is responsible, amongst other things, for the management of the Corporate Assets and related documents. He/she is also responsible for the management of the local service support contract required for Bonn Site, and its day-to-day operation. He/she will assist the provision, maintenance and supply of local infrastructure and services to the Programme Divisions.

In particular he/she will:

- Manage inventory of all ICT assets (furniture, equipment, hardware and software) and coordinate with ICT Section for the management of ICT assets and property items (hardware and software);
- Manage inventory of all OCCAR Bonn property items (office furniture, office equipment, etc.);
- Ensure that all inventory of OCCAR assets of all OCCAR Sites (office furniture, office equipment, etc.) are officially registered within OCCAR ERP system and all OCCAR property items are managed properly;
- Manage Fixed Assets Registry in close coordination with the other OCCAR sites;
- Manage all write off/disposal of OCCAR assets;
- Manage the full inventory of OCCAR Bonn Site assets once per year;
- Prepare IPSAS data related to Intangible and Tangible Assets for annual Financial Statement;
- Supervise check-in/check-out for all staff in Bonn (Central Office and Programme divisions) for assets inventory control (ICT, Mobile phones, office equipment...);
- Manage the Mobile phone contracts for Central Office and Programme divisions located in Bonn;
- Manage small procurement activities and payments related to Hospitality and Public Relation, business cards, office supplies, communications (Mobile phones and landline) for Central Office and Bonn site administrative budget and for the Programme divisions located in Bonn in accordance with the delegation of authority;
- Prepare and manage contracts for interpretation/translation services;
- Manage OCCAR Public Relation Items;
- Undertake temporary additional tasks as required by the Site Management Bonn Section Leader;
- Deputize for the Bonn Site Management Section Leader during his absence.

### **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** Expert knowledge and proven experience with Asset and Property Items Management;

**ES 2** Experience of financial management, databases and budgets;

**ES 3** Expert Knowledge of IPSAS techniques and procedures related to Assets management;

**ES 4** Knowledge of contract administration and procurement accounting techniques.

**4.2 Desirable:**

**DS 1** Experience of working in a multinational working environment would be an advantage;

**DS 2** Experience of working with an ERP system;

**DS 3** Awareness of the OCCAR Through Life Management principles.

**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](http://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:

Geert Vanlinthout (Corporate Support Division)

**Email:** [geert.vanlinthout@occar.int](mailto:geert.vanlinthout@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](mailto:B009@occar.int)