



# Organisation for Joint Armament Co-operation Executive Administration

## VACANCY NOTICE

<b>Post</b>	B633 - MANAGEMENT ASSISTANT 1
<b>Grade</b>	B5
<b>Division</b>	FSAF-PAAMS Programme Division
<b>Section</b>	-
<b>Management of Staff</b>	0
<b>Location</b>	Paris area, France
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	15 October 2018
<b>Start Date</b>	1 January 2019
<b>Interview Date</b>	Week commencing 5 November 2018

### 1. Background

The scope of the Programme is:

- The definition, development, production of the Future Surface to Air systems Family (FSAF), based upon the following systems:
  - Surface-to-Air Anti-Missile system (SAAM);
  - 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 systems (EMPAR and common sub systems with SAMPSON version) and Long Range Radar (LRR), including ammunition and training & support equipment;
- The Capability Sustainment & Enhancement of ammunitions and associated systems

The management of the FSAF-PAAMS Programme is aimed at optimising the use of as many common elements as possible and also gives consideration to the potential to extend the capabilities of the systems.

## 2. **Duties and Responsibilities**

The Management Assistant will report to the Risk & Reporting Officer and provide secretarial & general support to the Programme Manager and the Programme Division.

In particular, he/she will:

- answer general enquiries to the Programme Division;
- forward personnel issues to Human Resources Division;
- coordinate the Programme Manager's and Section Leaders' diaries (i.e. meetings, conferences, absence management & duty travel);
- support staff members in organising meetings by providing the respective administrative support (i.e. photocopy, fax, facilities, );
- file and maintain personnel records and documents relevant to the Programme Division;
- manage classified documentation held by the PD in accordance with OCCAR-EA security procedures and instructions;
- maintain appropriate filing system, ensure appropriate storage of classified documentation in designated security containers or security areas and operate relevant security devices manage incoming and outgoing mail in accordance with OCCAR procedures;
- draft documents, e-mails and faxes on request;
- maintain and keep up-to-date the attendance list of the Programme Division;
- assist the Line Managers in verifying that Duty Travel Claims had been prepared in accordance with OCCAR-EA Duty Travel rules;
- provide permanent cover during absence of the other Management Assistant (B634);
- perform additional tasks if demanded by line management.

## 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** Good knowledge of rules and procedures relevant to administration;
- ES 2** Excellent knowledge of current secretarial duties performed in national/international context;
- ES 3** Good knowledge of rules covering handling of mail with particular reference to classified mail;

**ES 4** Proven capability to draft papers, letters and documents sometimes to tight deadlines in the English language.

**4.2 Desirable:**

**DS 1** Previous experience in other international organizations;

**DS 2** Good knowledge with national/international security regulations/policy;

**DS 3** Awareness of Quality Management Systems;

**DS 4** Awareness of the OCCAR Through Life Management principles.

**5. Language Requirements**

- Upper Intermediate level of English both oral and written.
- French and Italian language skills are desirable.

**\* 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:

Mr Fulvio BELLASSAI (FSAF-PAAMS Programme Manager)

**Email:** [fulvio.bellassai@occar.int](mailto: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 [B013@occar.int](mailto:B013@occar.int)