



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	B032 – Site Management Assistant
Grade	B5
Division	Corporate Support Division
Section	Site Management
Management of Staff	0
Location	Bonn, Germany
Initial Contract Duration	3 years
Closing Date for Applications	13 March 2017
Start Date	1 July 2017 – this post requires a two week handover, the selected candidate would be present from 19 June 2017 (This post is under review and the start date may be subject to change.)
Interview Date	w/c 17 April 2017

1. Background

The Corporate Support Division (CSD) is responsible for the provision of essential infrastructure and support to enable the Program Divisions and 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.

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

2. Duties and Responsibilities

The Site Management Assistant will report to the Site Management Bonn Section Leader and will assist in performing the following functions.

In particular he/she will:

- Liaise with main service provider to organise duty travels for Central Office and programme division personnel located in Bonn on receipt of a duly authorised travel request (bookings, provision of tickets, etc);
- Act as FinMaS Duty Travel Module trainer;
- Verify the accuracy of the calculation made by the traveller on each travel claim received and posted into the accounting system;
- Verify the accuracy of the calculation of claims received for concessional travel (i.e. interview, audit, home leave, take up duty, hand over, repatriation) and post them into the accounting system;
- Assist the Senior Site Management Assistant by managing Site finance (Entry of invoices and payment requests into the Financial Management System (FinMaS)) and the registry of Fixed Asset;
- Assist the Site Management Bonn Section Leader as required.

3. Competences and skills required for the post

- 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. Knowledge and Experience

4.1 Essential:

- ES 1** Proven knowledge and experience of implementing and controlling duty travel regulations;
- ES 2** Experience of financial management, databases and budgets;
- ES 3** Knowledge of accounting techniques.

4.2 Desirable:

- DS 1** Experience in Asset Management;
- DS 2** Experience of working in a multinational working environment would be an advantage;
- DS 3** Awareness of Through Life Management principles.

5. Language Requirements

- Advanced level of English both orally and written.
- Adequate knowledge of at least one other OCCAR language would be an asset.

*** The language levels can be found on the OCCAR website, 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 Confidential level is required for this post.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Geert VANLINTHOUT (Head of Corporate Support Division)

Email: 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