



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	AF09 – Commercial and Contract Section Leader
Grade	A5
Division	European MALE RPAS Programme Division
Section	Commercial
Management of Staff	1
Location	Munich (Hallbergmoos), Germany
Initial Contract Duration	3 years
Closing Date for Applications	28 April 2017
Start Date	1 September 2017
Interview Date	w/c 22 May 2017

1. Background

The European Medium Altitude Long Endurance Remotely Piloted Aircraft System (MALE RPAS) Programme Division (PD) is responsible for the successful achievement of the Definition Phase Contract leading to future Development, Production and Support Phases of the European MALE RPAS Programme. The decision to proceed to the future Phases of the European MALE RPAS Programme is expected to be taken in 2017, some 13 months into the Definition Phase Contract.

Current duties comprise of the management of the Definition Study Contract and financial management of the Programme. Current Programme planning is for a seamless transition between Definition and Development Phases. During the initial year in post the Commercial and Contract Section Leader will have responsibility for producing and agreeing the Invitation to Tender (ITT) in accordance with OCCAR Management Procedures (OMPs) for the next Phase of the Programme and negotiating and agreeing both the price and terms and conditions of the Contract with the chosen Contractor. The value of this new Contract is anticipated to be in excess of several hundreds of millions of Euro.

The current Participating States (PSs) in the European MALE RPAS Programme include France, Germany, Italy and Spain. Each of these PSs has yet to commit to the future Phases of the Programme and this will be decided during the negotiations of the Implementing Arrangement (IA) No.2 to the European MALE RPAS Framework Arrangement (MOU). In parallel, OCCAR-EA and the European Defence Agency (EDA) have an agreement in place for EDA to promote

the European MALE RPAS Programme amongst non-participating European States to join the Programme. Joining the programme will be subject to the conditions agreed by the current PSs to the European MALE RPAS MOU.

The European MALE RPAS PD is a 'lean' organisation and the Commercial and Contract Section, with the recruitment of the Section Leader, will be made up of two staff and will have specific responsibility for all contractual and financial activities of the European MALE RPAS Programme. The commercial duties comprise the entire procurement process starting with the preparation and issuing of ITT's/Request for Quotations, the negotiation of contracts and the agreement of prices all in accordance with OCCAR OMPs. This includes, but not limited to, the continuous administration of all contracts, including monitoring of Industry's performance and achievement of Key Performance Indicators, through to final closure of every contract.

The Commercial and Contract Section supports and advises on all legal/commercial topics for the European MALE RPAS PD and will also oversee PSs MOU/IA negotiations and be central to drafting all Programme Decisions (ProgD) between PSs and OCCAR-EA.

2. Duties and Responsibilities

The Commercial and Contract Section Leader supports and advises on all legal/commercial topics for the European MALE RPAS PD and will oversee PSs MOU/IA negotiations. He/she will be central to drafting all Programme Decisions (ProgD) between PSs and OCCAR-EA.

The responsibilities will include:

- The set up of the contract management strategy;
- Negotiations and conclusion of contracts and contract amendments;
- Provide advice and support of the Memorandum of Understanding (MoU) negotiations;
- Provide legal advice relating to all Programme Division activities;
- Manage the operational and administrative budget;
- Manage the section staff;
- Lead and supervise the process of integrated programme planning focused on high level objectives.

In particular he/she will:

- Lead the preparation of the Development Phase ITT and Contract negotiation with selected Contractor/Industry;
- Lead the price negotiation of Development Phase Contract including the involvement of PSs National Pricing Authorities;
- Strategic input to the Programme Manager on contract, finance and legal issues with particular emphasis on dealings with the Definition Study Contractor;
- Establishment of Procurement Strategies for future Phases/requirements;
- Oversight and Management of all Programme Division finances and budgets;

- Preparation and scrutiny of budgets, forecasts and presentation of budget submissions to Nations;
- Liaison and advice to Nations on specific Programme commercial issues;
- Programme Division advice and support to Memorandum of Understanding (MOU) and ProgD negotiations;
- Legal and contract advice on all Programme matters and associated issues;
- Oversight and mentor for MALE RPAS Site Support Assistant relating to Contract matters;
- Manage and co-ordinate the activities of invoicing ensuring timely payment of due invoices;
- Briefing to Nations at senior level on all Commercial Issues;
- Liaison, presentation and interface with Nations' auditors etc;
- Management of all Commercial staff.

The Commercial and Contract Section Leader will also:

- ensure application of OCCAR procurement methodology, contractual rules and regulations, framework documents including OCCAR MALE RPAS ProgD's;
- ensure coordination and co-operation with OCCAR/Programme Management Support Division (PMSD) and Finance Division (FD);
- Build good professional working relationships with Industry, PSs and OCCAR-EA.

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** Executive management ability proven through results attained in performing jobs in this field for other national / international organisations;
- CS 2** Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking with the ability to analyse complex and wide ranging questions, issues and information, with a structured approach to the problem solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a working knowledge of MS Office software.

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 Thorough experience in defence programmes in a multi-national environment and familiarity with defence structures, organisation and industries;

ES 2 Thorough experience of leading contract negotiations and pricing of major programmes nationally and internationally in all programme phases;

ES 3 Experience in leading management and monitoring of contracts;

ES 4 Experience in budget planning and finance;

ES 5 Experience in negotiating MOUs and/or other international agreements.

4.2 Desirable:

DS 1 Awareness of other defence related structures and organisations;

DS 2 Awareness of national Pricing Procedures and Processes

DS 3 Previous experience in international contract/programme management is highly desirable

DS 4 Knowledge of OCCAR Through Life Management concept.

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, Human Resources, vacancies.**

6. Qualifications

A university degree or equivalent qualification in the activities directly related to the described tasks 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:

Klaus SEITZ (European MALE RPAS Programme Manager)

Email: Klaus.seitz@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