



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	A902 - Technical Specialist 1
Grade	A3
Division	ESSOR Programme Division
Section	-
Management of Staff	-
Location	Bonn, Germany
Initial Contract Duration	1 year
Start Date	1st April 2014
Interview Date	Week commencing 3rd February 2014

1. Background

The aim of the ESSOR Programme is to provide the basis for development and production of Software Defined Radio (SDR) products in Europe to meet the requirement for fielding such equipment in Europe within the timeframe of 2010-2015, through the following Programme activities:

- a. Contribute to the development of an autonomous European Defence Technological Industrial Base in SDR through the establishment of the normative referential required for the development and production of a military SDR in Europe;
- b. Define a referential system architecture for ESSOR shared at European level using the JTRS Software Communications Architecture (SCA) as a basis, and develop an associated certification environment;
- c. In association with the above bullets, address the military related challenges such as waveform characteristics and security aspects;
- d. Define and develop a new High Data Rate (HDR) waveform, which may be promoted as a new standard, and to implement such HDR waveform on selected platforms;
- e. Complement European Commission and European Defence Agency (EDA) activities in support of a coordinated European approach to SDR;
- f. Promote a common European Defence position in SDR;
- g. Investigate the ESSOR concepts of interoperability and portability.

2. Duties and Responsibilities

The Technical Specialist is directly responsible to the ESSOR Programme Manager. In particular he/she will:

Common

- Support the management of the ESSOR programme within the scope of work defined in the Programme Decision;
- Endeavour to achieve the programme HLOs as defined within the Programme Decision;
- Provide inputs, where required, to the OCCAR Business Plan and the reports to the OCCAR Committees and the BoS;
- Provide inputs into the ESSOR Programme Management Plan, and OCCAR management tools in use within the ESSOR PD;
- Provide support to the ESSOR PM as required.

Specific

As a main task, act as ESSOR focal point for:

- Management of High Data Rate (HDR) waveform development and validation activities seen from a Contracting Authority perspective;
- Advising on security matters (TRANSEC, COMSEC, NETSEC, Common Criteria standard) for the ESSOR programme;
- Management of the HDRWF common activities contributing to the approval/acceptance process of the common deliverables;
- Management of critical non-common HDRWF implementation variants, with the assistance of National Experts, contributing to the approval/acceptance process of the associated deliverables;
- Management of the Technical and Management Event database;
- Management of ESSOR Programme risks reported by Industry and coordination of them with the ESSOR PD risk register.

Support specifically the ESSOR Programme Manager as follows:

- Prepare the annual ESSOR Programme Management Plan;
- Generate and maintain the Programme Library and the ESSOR PD archive;
- Record all the official communication in the ESSOR workspace;
- Record and send all the incoming outgoing official communication, record and circulate all the incoming official communication;
- Draft most of the outgoing official letters of the ESSOR PD;
- Maintain the address lists and monitor the Central Office communication to the ESSOR stakeholders;
- Prepare reports and presentations for the internal ESSOR Programme Reviews, for the ESSOR Programme Committees, for the ESSOR Programme Boards and for the Nations as required;
- Prepare Minutes and Decision Sheets of the Programme Committee, Programme Working Group meetings and Technical Arrangement Working Group meetings (OCCAR-EA support to the PS);

- Manage the Programme Decision High Level Objectives (HLO) in co-operation with the ESSOR PM and update the Balance Score Card information;
- Update the Programme History;
- Prepare and send monthly Highlight Reports to the PS and Industry; and
- Prepare the ESSOR annual report;

3. Competences / Skills required for the post

- The ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity.
- Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations.
- Excellent team working skills
- The ability to work in a changing, developing and demanding environment.
- The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- The ability to use Computer and Information Technology (ICT) facilities

4. Knowledge and Experience

- Previous experience in the management of Technology Demonstrator Programmes (TDPs) and procurement programmes;
- Good understanding of state of the art Programme Management principles (the PRINCE2 methodology is in use for the management of the ESSOR Programme);
- Good understanding of modern tactical communications and the application of network centric warfare;
- Good understanding of modern software systems and the application of component based development in real-time systems;
- Good understanding of data communications protocol and the application of mobile ad hoc networking (MANET);
- Previous working experience within an international environment would be highly appreciated;
- Previous experience in some of the following areas:
 - + Acceptance, test and evaluation processes,
 - + Advanced test and verification demonstrations,
 - + Communications security,
 - + Software Communications Architecture (SCA),
 - + Software Defined Radio (SDR) – waveform definition and portability
- Knowledge in applying programme management disciplines in a true Through Life Management sense

5. Language Requirements

- Fluency, orally and written, in the English language.
- Adequate knowledge of other official OCCAR languages is highly desirable.

6. Qualifications

A university degree or equivalent, or the necessary experience in the activities directly related to the prescribed tasks.

7. Security Clearance

National security clearance at "OCCAR-Secret" level is required for this post.

8. Points of Contact

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