



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	BC01 – Management Assistant
Grade	B5
Division	PPA Programme Division
Section	---
Management of Staff	0
Location	Rome, IT
Initial Contract Duration	3 years
Start Date	19 January 2015
Interview Date	w/c 24 November 2014

1. **Background**

The aim of the Programme is the definition, development, production and initial in-service support of the Patrol Ships (Pattugliatore Polivalente d'Altura – PPA Class)

2. **Duties and Responsibilities**

The post holder shall be responsible for all secretarial and administrative matters and will report directly to the PM

The post holder will also maintain a close functional link with the Paris site management and Central Office divisions in order to ensure the promulgation of "Site wide" policies and procedures.

The post holder will provide secretarial support to the PM and the Programme Division. In particular he/she will:

- Act as PPA PD (Rome Site) Security Assistant
- Manage documentation held by the P.D. in accordance with OCCAR-EA security procedures and instructions
- Handle incoming and outgoing mail
- Provide for administrative support for the P.D.
- Manage & Control duty travel forms issued for the Programme Division staff and liaise with internal / external sources responsible for travel arrangements
- Answer incoming enquiries to the Programme Manager's office
- Co-ordinate the PM diaries (i.e. meetings, conferences, duty travels)
- File and maintain (in liaison with National Navy Staff Personnel Department) Navy military personnel National records (Staff Report mainly) and relevant documents
- Draft and type documents/e-mails/faxes on request

- Maintain and keep up-to-date the attendance list of the Programme Division
- Coordinate all necessary aspects relevant to the preparation of meetings (i.e. room-booking)
- Ensure complementary support to PPA personnel (e.g. photocopy, faxes, etc.)

The post holder will perform any related duties as directed

3. Competences / Skills required for the post

- Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations
- The ability to work in a changing, developing and demanding environment
- The ability to work independently based on objectives set by the line manager
- The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software
- 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

- Executive ability proven through the results attained performing jobs in this field for other national/international organisations
- Experience to manage Navy military personnel National records (Staff Reports mainly) and relevant documentation, of working-origin "Furiere Segretario"
- Proven capability to draft papers, letters and documents sometimes to tight deadlines
- Awareness of Through Life Management principles

4.2 Desirable

- Knowledge and experience of database software MS Access is highly desirable

5. Language Requirements

- Fluency, orally and written in the English language
- Adequate knowledge of other OCCAR languages would be an advantage

6. Qualifications

Higher secondary education plus practical experience in the activities directly related to the prescribed tasks (mandatory)

7. Security Clearance

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

8. Points of Contact

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