



## Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	A039 - Personnel Management Officer
<b>Grade</b>	A2
<b>Division</b>	Human Resources
<b>Section</b>	Personnel Management
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, Germany
<b>Start Date</b>	01 <sup>st</sup> May 2012
<b>Interview Date</b>	week commencing 23 <sup>rd</sup> January 2012

### 1. Background

The Human Resources Division is responsible for the implementation of the Human Resource Management Process. The purpose of the Division is to ensure that the necessary human resources are provided and managed in a cost-effective manner, in order to enable OCCAR-EA to meet its strategic objectives. The Division also has the responsibility to contribute to the promotion of morale and efficiency throughout the Organisation by providing an efficient and responsive personnel service. The Personnel Management Section is responsible for all administrative tasks related to the recruitment, integration and ongoing personnel administration requirements of the staff members.

### 2. Duties

The Personnel Management Officer reports to the Personnel Management Section Leader and will assist the Section Leader in all areas of personnel management.

In particular he/she will:

#### **Personnel Management (General):**

- Provide advice and assistance to staff members with respect to personnel matters
- Provide advice and information to potential candidates for advertised posts and to newcomers by supporting the induction briefing on specific Personnel Management matters.
- Act as focal point for Induction Courses including all necessary preparations
- Provide advice to Heads of Division and Programme Managers in consultation with the Section Leader and/or the Head of Division.
- Contribute to and coordinate changes to HR policy.

- Prepare the monthly HRD report summarising all HR activities and initiatives for presentation at the Board of Managers meetings.
- Act as HRD ICT, Information Management and Quality Management focal point
- Support the recruitment process of the organisation, conducting interviews for B-grade posts as required.
- Provide detailed statistics as required for Senior Management

**Staff appraisal process:**

- Prepare and monitor annual staff reporting exercise including issue of evaluation documents.
- Prepare overall rating statistics after completion of staff reporting exercise.
- Monitor probationary periods and issue requests for relevant staff reports required in connection with probation.
- Provide advice and assistance to Heads of Divisions and Programme Managers on all aspects of Staff Assessment processes and procedures.
- Monitor establishment of organisation wide individual objectives in accordance with the OCCAR-EA Business Plan and provide support to line management.

**Training:**

- Identify and plan training required for the OCCAR-EA staff through monitoring completion of organisation wide training plans.
- Identify possible sources for the provision of training and set "in house" training courses where necessary.
- Evaluate training effectiveness
- Monitor training funds
- Provide periodical statistics.

**Quality Management System**

- Acting as HR representative in the Quality Management Working Group in accordance with ISO 9001:2000 standards.
- Management of the annual follow-on ISO 9001:2000 certification process as regards HRD related activities.

**3. Required knowledge and experience**

- Knowledge of Human Resource Management with experience in recruitment and selection, staff appraisal processes, training and development.
- Knowledge of national/international Human Resources regulations/policy.
- Awareness of other defence related structures and organisations.
- Proven capability to draft papers, letters and documents in the English language to sometimes tight deadlines.

**4. Required competences/Skills**

- 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 with very good knowledge of MS Office software

**5. Language Requirements**

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

**6. Qualifications**

A university degree or an equivalent qualification in human resources management, business or public administration, social sciences, or related field with several years of experience in the activities directly related to the tasks prescribed is highly desirable.

**7. Security Clearance**

Security clearance at OCCAR Secret level is required for this post.

**8. Points of Contact**

1. Iain Plunkett (Human Resources Division)  
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