



# Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	<b>B801 – GP/ASW Management Assistant</b>
<b>Grade</b>	<b>B5</b>
<b>Division</b>	<b>FREMM</b>
<b>Section</b>	<b>/</b>
<b>Management of Staff</b>	<b>0</b>
<b>Location</b>	<b>Paris area, FR</b>
<b>Start Date</b>	<b>1<sup>st</sup> August 2010</b>
<b>Interview Date</b>	<b>Week commencing 28/06/2010</b>

## **1. Background:**

The scope of the Programme is the definition, development, production and initial in-service support of the European Multi-Missions Frigate (FREMM).

The FREMM Programme is broken down into four ship versions:

- Action Vers la Terre (AVT) / Anti Sous-Marine (ASM) versions
- General Purpose (GP) / Anti Submarine Warfare (ASW) versions

The FREMM Programme Division is located in the Paris area. Satellites are located in Italy and in France.

## **2. Duties:**

This post is based in the Paris area.

The post holder shall coordinate with AVT/ASM Management Assistant.

The IT Management Assistant will report:

- For common activities to the Programme Manager (PM) and the Deputy Programme Manager (DPM).
- For matters concerning only the Participating State from which he/she is a national, to the PM or DPM (the one who is also a national from the Participating state);
- To the FREMM PD (Paris Site) Security Official with respect to the management of classified material

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

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

### Points of contact

1 Flaviano Foligno (FEMM Programme Division)  
2 Björn Rönnau (Human Resources Division)



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- Act as FREMM PD (Paris Site) Security Assistant.
- Manage documentation held by the P.D. in accordance with OCCAR-EA security procedures and instructions.
- Handling incoming and outgoing mail.
- Provide for administrative support for the P.D..
- Manage 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 and DPM diaries (i.e. meetings, conferences, duty travels).
- File and maintain personnel OCCAR records and relevant documents to the Programme Division.
- File and maintain (in liaison with National Navy Staff Personnel Department) Navy military personnel National records (Staff Report mainly) and relevant documents.
- Coordination of the activities of the two secretariats (Rome site and Paris site).
- 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 FREMM personnel (e.g. photocopy, faxes).

If necessary, take temporary additional tasks:

- for common activities as required, jointly by the Programme Manager and the Deputy Programme Manager
- for activities concerning only the Participating State from which he/she is a national, as required by the PM or DPM (the one who is also a national from the Participating state)

### **3. Knowledge and Experience:**

#### **Essential**

- executive ability proven through the results attained performing jobs in this field for other national/international organisations.
- experience to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software;
- fluency in the English language, both orally and written with the ability to draft clearly, concisely and accurately;
- experience to manage Navy military personnel National records (Staff Report mainly) and relevant documentation, of working-origin "*Furiere Segretario*".
- Proven capability to draft papers, letters and documents sometimes to tight deadlines.

### **4. Competences / Skills**

#### **Essential:**

- Good team-working skills with 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;
- the ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process;
- the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- the ability to work in a changing, developing and demanding environment;
- the ability to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software;
- fluency, orally and written, in the English language;
- the ability to manage Navy military personnel National records (Staff Report mainly) and relevant documentation, of working-origin "*Furiere Segretario*".

**Desirable:**

- good knowledge of French languages is desirable
- knowledge and experience of database software MS Access highly desirable

**5. Qualifications**

High / Secondary school certificate or equivalent.

**6. Security Clearance:**

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