



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	A013 – Programme Management Policy Section Leader
Grade	A5
Division	Programme Management Support
Section	Programme Management Policy
Management of Staff	5
Location	Bonn, Germany
Start Date	01 November 2010
Interview Date	10 June 2010

1. Background

The Programme Management Policy Section (PMPS) within PMSD is responsible for providing the expertise needed in the preparation and drafting of the definition of the OCCAR policy in respect of programmes, contracts and quality management and the negotiation of agreements with the Member and Programme Participating States and other International Organisations (Integration Decision, Programme Decision and International Agreements/Arrangements). The PMPS is also responsible within the commercial/contractual domain for the management of small Programmes and TDP (Technology Demonstrator Projects), for which a specific Programme Division (PD) is not set up.

2. Duties

The **Programme Management Policy Section Leader** will report directly to the Head of Programme Management Support Division.

In particular, he/she will:

- Define the OCCAR policy in respect of programmes, contracts and quality assurance management;
- Negotiate and prepare Agreements/Arrangements with the Participating States and other States or International Organisations;
- Define the OCCAR-EA policy for Procurement Contracts;

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March 2010

Points of contact

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- Provide advice to the Head of PMSD during the scrutiny of contracts and contracts amendments;
- Support the integration of new programmes into OCCAR and the management of small programmes and TDP managed by OCCAR-EA Central Office;
- Manage the contractual support to the Programme Divisions during the contract negotiation and procurement process;
- Manage the legal support to the Programme Divisions for the establishment/amendment of the intergovernmental arrangements:
- Monitor the procurement/contract process followed by the Programme Divisions in relation with OCCAR rules;
- Support the audit functions for Programme management and Quality Assurance;
- Contribute to the OCCAR-EA corporate activities in which PMSD is involved;
- Liaise with the OCCAR-EA Legal Advisor in the assessment of corporate topics of OCCAR's interest;
- Provide professional guidance to contract staff in the Programme Divisions;
- Assist for the identification of tools and techniques needed by the OCCAR-EA to implement contractual/commercial regulations and procedures for programme management and to achieve its goals and objectives;
- Manage members of staff of the Programme Management Policy Section;
- Be available for duty travels to OCCAR-EA Programme Divisions not located in Bonn and to OCCAR Member/Participating States;

3. Knowledge and Experience

- Good knowledge in procurement policy and contracts management, particularly in the field of defence procurement in the OCCAR Nations;
- Good background in conducting international programme arrangement negotiations;
- Broad knowledge of administrative and legal aspects related to contracts in an international context. Knowledge of national legislation and contractual proceedings at least of one of the OCCAR Member State is essential.
- Previous experience in international contract managements, particularly from the point of view of international competitive bidding;
- Broad experience in international co-operation in the field of Defence systems;
- Awareness of other defence related structures and organisations.
- Knowledge of contract management in an international context or in a national context is highly desirable;

4. Competences / Skills

- Excellent team working skills, the ability to deal constructively and cooperatively with staff at all levels, in particular with programme managers and national representatives and the ability to motivate staff within the Division.
- The ability to interact sensitively, effectively and professionally with persons from diverse cultural backgrounds.
- Excellent analytical skills combined with a flexible problem-solving approach to issues and the ability to quickly make decisions.
- 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 on own initiative and implement clear, efficient and logical approaches meeting objectives in a timely manner.
- The ability to use Computer and Information Technology (ICT) facilities, and demonstrate a good working knowledge of MS Office software.
- Fluency, orally and written in the English language.
- Knowledge of other OCCAR languages is highly desirable.

5. Qualifications

A university degree or equivalent relating to the prescribed tasks is highly desirable.

6. Security Clearance

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