



# Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	<b>B633 – Management Secretary 1</b>
<b>Grade</b>	<b>B4</b>
<b>Division</b>	<b>FSAF Programme Division</b>
<b>Section</b>	-
<b>Management of Staff</b>	<b>0</b>
<b>Location</b>	<b>Paris area, France</b>
<b>Start Date</b>	<b>1<sup>st</sup> October 2010</b>
<b>Interview Date</b>	<b>Week commencing 05 July 2010</b>

## 1. **Background:**

The scope of the Programme is the definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:

- Surface-to-Air Anti-Missile system (SAAM);
- Surface-to-Air Medium Range Land system (SAMP/T).

The management of this Programme seeks to optimise the use of as many common elements as possible and also gives consideration to the potential to extend the capabilities of the systems.

## 2. **Role**

The Management Secretary will report to the Programme Manager and provide secretarial support to the Programme Manager and the Programme Division.

## 3. **Duties**

In particular he/she will:

- answer general enquiries to the Programme Manager's office
- coordinate the Programme Manager's and Section Leaders' diaries (i.e. meetings, conferences, duty travels)
- file and maintain personnel records and documents relevant to the Programme Division
- manage incoming and outgoing mail
- draft documents, e-mails and 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 (e.g. room-booking)
- ensure complementary support to FSAF personnel (e.g. photocopy, faxes)

### Points of contact

1 Roberto Cusello (FSAF Programme Division)  
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- if necessary, take temporary additional task as required by the Programme Manager;
- liaise with the Italian Embassy in Paris to manage the Italian seconded Staff documentation as foreseen by the rights and rules of the Italian republic;
- act as a courier to/from the Italian Embassy for the mail that is not a DGA charge;
- be responsible for updating and typing the personal records of Italian seconded M.o.D. staff.

#### **4. Knowledge and Experience**

##### **Essential:**

- good knowledge of rules and procedures relevant to personnel management and administration
- sound knowledge of current secretarial duties performed in national/international context
- sound knowledge of rules covering handling of mail with particular reference to classified mail

##### **Desirable:**

- experience in international co-operation activities is desirable
- familiarity with international security regulations

#### **5. Competences / Skills**

##### **Essential:**

- 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
- ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time
- ability to work in a changing, developing and demanding environment
- 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

##### **Desirable:**

- good knowledge of Italian and / or French languages is desirable

#### **6. Qualifications**

High / Secondary school certificate or equivalent

#### **7. Security Clearance**

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