



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	A031 – PROGRAMME MANAGEMENT OFFICER 2
Grade	A4
Division	Programme Management Support Division
Section	Programme Management Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	29 January 2021
Start Date	01 April 2021 (earlier starting date subject to availability of selected candidate)
Interview Date	w/c 8 February 2021

1. Background

OCCAR-EA facilitates and manages European armament programmes through their life cycle and continuously improves the effectiveness of programme and contract management.

The **Programme Management Support Division (PMSD)** is a Division within OCCAR-EA and is responsible for the following areas:

- Maintaining programme management and contract management policy, procedures and guidance;
- Supporting Programme Managers in commercial, legal and programme management-related matters;
- Providing independent advice to the OCCAR-EA Director on programme-related issues;
- Integrating of new Programmes and Programme Stages into OCCAR;

- CS 3** Conceptual thinking with the ability to analyse complex and wide ranging questions, issues and information, with a structured approach to the problem solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a working knowledge of MS Office software.

4. Specialist knowledge and experience required for the post

(You must provide evidence of meeting these specialist requirements in your Application, Section 11).

Essential:

- ES 1** Practical experience in programme management and engineering;
- ES 2** Expert knowledge and background in at least one programme management discipline;
- ES 3** Expert knowledge and background in at least one specific engineering discipline/domain relating to armament programmes;
- ES 4** Practical experience in the application of Through Life Management principles on a programme;
- ES 5** Experience in international cooperative armament programmes.

Desirable:

- DS 1** Practical experience in initiating national or international cooperative programmes;
- DS 2** Practical experience of conducting design reviews within the development phase of an armament programme;
- DS 3** Awareness of other European defence-related structures and organisations;
- DS 4** Practical experience in successfully mastering the challenges of working in a matrix management environment.

5. Language Requirements

- **ADVANCED** level of **ENGLISH** both oral and written;
- Adequate knowledge of any other OCCAR language would be an asset.

*** The language levels can be found on the OCCAR website, www.occar.int Human Resources/vacancies.**