



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	A038 – PERSONNEL MANAGEMENT SECTION LEADER
<b>Grade</b>	A4
<b>Division</b>	Human Resources Division
<b>Section</b>	Personnel Management Section
<b>Management of Staff</b>	4
<b>Location</b>	Bonn, Germany
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	31/01/2021
<b>Start Date</b>	01/07/2021
<b>Interview Date</b>	Week commencing 22/02/2021

## **1. Background**

The Human Resources Division is responsible for the implementation of the Human Resource Management Process. This means that the primary 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 objectives. Moreover, the Division has the secondary objective to promote morale and efficiency throughout the Organisation by providing an efficient and responsive personnel service.

## **2. Duties and Responsibilities**

The Personnel Management Section Leader reports to the Head of Division.

In particular he/she will:

- Contribute to the definition of policies and procedures regarding recruitment, personnel planning, structure, job descriptions, organisational matters, leave entitlements, staff reports, training, in accordance with the OCCAR Management Procedures;

- Contribute to the annual staffing planning cycle, providing advice to senior staff on manpower planning policies;
- Manage the recruitment process through the following phases:
  - identifying human resource requirements (permanent posts, temporary deployment, technical assistance);
  - advertisement of positions and making arrangements for interview of candidates;
  - evaluation of candidates and producing the record of interviews;
  - placement of personnel contracts including:
    - all paperwork necessary for the appointment of personnel;
    - first definite duration contracts for selected personnel;
    - extensions to OCCAR-EA Staff Member personnel contracts;
    - temporary contracts for specialists/experts (e.g. technical assistance).
- Manage the staff reporting system which includes: issue of evaluation forms, the setting of personal objectives, the collection of staff reports and ensuring the consistency of reporting standards throughout the organisation;
- Manage the OCCAR-EA training process, including the scrutiny of divisional and individual training plans, training requests and the evaluation of all training;
- Manage the Induction process for the integration of new staff into OCCAR-EA;
- Manage the maintenance of personnel records;
- Manage personnel related issues linked to the organisational structure;
- Establish and maintain contacts with other international organisations (e.g.: NATO, EDA) with a view to collaborate on best practice in the Human Resources field;
- Establish and maintain contacts with national authorities with respect to personnel issues of seconded staff members;
- Manage the departure process of staff members on termination of contracts;
- Give advice/assistance to staff members on general personnel matters;
- Handle personnel management matters as directed by the Head of Division;
- Cover for the Emoluments Section Leader as and when required.

### **3. Key competences and skills required for the grade**

(You must provide evidence of meeting these key competences and skills in your Application, Section 12).

- CS 1** Executive management skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- 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).

#### **4.1 Essential:**

- ES 1** Extensive knowledge and experience in civilian Human Resource Management (minimum of 4 years);
- ES 2** Experience of developing and implementing HR policies and procedures;
- ES 3** Extensive practical experience of recruitment practices and competence based selection interviewing;
- ES 4** Practical experience of staff integration, appraisal and development.

#### **4.2 Desirable:**

- DS 1** Previous experience in HR management in an international organisation and/or international context is highly desirable;
- DS 2** Awareness of the European Defence Environment;
- DS 3** Knowledge of payroll and financial entitlements management.

## **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](http://www.occar.int) Human Resources / vacancies.**

## **6. Qualifications**

A university degree or equivalent qualification, or the necessary experience in the activities directly related to the prescribed tasks is highly desirable.

## **7. Security Clearance**

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

## **8. Applications and Points of Contact**

For further information regarding this Post, please contact:

Sobia MIRZA (Head of Human Resources Division)

Email: [sobia.mirza@occar.int](mailto:sobia.mirza@occar.int)

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

Applicants who are **not** Ministry of Defence staff wishing to apply for this Post should email the completed application and supporting documentation to [B009@occar.int](mailto:B009@occar.int) and [B010@occar.int](mailto:B010@occar.int).

### **OCCAR Privacy Statement:**

When applying for an OCCAR vacancy, it is necessary for OCCAR to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment. For further information please visit our web-site: OCCAR Privacy Statement - <http://www.occar.int/privacy-data-protection>.