



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	A655 – CONTRACTS OFFICER
<b>Grade</b>	A3
<b>Division</b>	FSAF-PAAMS Programme Division
<b>Section</b>	Commercial and Finance Section
<b>Management of Staff</b>	0
<b>Location</b>	Paris area, France
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	30/10/2020
<b>Start Date</b>	01/12/2020 (subject to the earliest availability of the successful candidate)
<b>Interview Date</b>	Week commencing 09 November 2020

## **1. Background**

The scope of the FSAF-PAAMS 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 ammunition production and in service support of Principal Anti Air Missile System (PAAMS);
- The In-Service Support (ISS) of FSAF systems, PAAMS systems (EMPAR and common sub systems with SAMPSON version) and Long Range Radar (LRR), including ammunition and training & support equipments;
- The Capability Sustainment & Enhancement of ammunitions and associated systems.
- The management of the FSAF-PAAMS Programme is aimed at optimizing the use of as many common elements as possible and considers the potential to extend the capabilities of the systems.

## **2. Duties and Responsibilities**

The Contracts Officer will report to the Commercial Section Leader. He/she will have to act in compliance with OCCAR regulations and rules in the following domains:

- Close working with technical and finance staff on the delivery from a legal, commercial and contractual of FSAF-PAAMS Programme objectives;
- Identify and analyse options to prepare and write procurement strategies/contract routes;
- Draft contracts, contract amendments consistent with the procurement strategy, government agreements and Programme Decision;
- Analysis of industrial price offers, liaison with national pricing authorities on price investigations/audits;
- Negotiate and agree contracts, contract amendments with Industry and Nations. Writing of contract presentation reports;
- Support/advise Nations with the preparation of inter-governmental documents and OCCAR-EA Central Office with the preparation of Programme Decisions;
- Provide contractual/legal advice on the correct execution of the FSAF-PAAMS Programme from a contractual/legal perspective;
- Management of contracts post award, handling contractual issues that may arise during the execution of the contracts including the application of penalty payments;
- Evaluate IPR implications and other design related aspects from a legal perspective;
- Ensure that contractual deliverables are accepted in accordance with contract conditions.

## **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** The ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity;
- CS 2** Excellent interpersonal and team working skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 3** The ability to work in a changing, developing and demanding environment;
- CS 4** The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities and able to demonstrate a good 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** Wide experience of drafting terms of contract for major defence programmes;
- ES 2** Proven experience, in a project management environment, of managing complex contract and price negotiations, and full knowledge and understanding of the structure and make-up of contract prices for major defence programmes;
- ES 3** Wide knowledge and experience of managing contracts and contract terms;
- ES 4** Knowledge and experience of negotiating intellectual property rights;
- ES 5** Experience of writing contract presentation reports for senior staff.

##### **4.2 Desirable:**

- DS 1** Experience of multinational project management is highly desirable;
- DS 2** Understanding mechanisms to improve contractor performance (incentivisation).
- DS 3** Experience of drafting MOUs and related inter-governmental documents.
- DS 4** Thorough experience in applying MS Excel (advanced level).
- DS 5** Experience of handling contract issues/disputes.

#### **5. Language Requirements**

- Advanced level of English both oral and written.
- Adequate knowledge of any other OCCAR language (French and Italian in particular) 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**

University degree or equivalent education in the activities directly related to the tasks prescribed 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:

Massimo LUDOVISI (Programme Manager)  
Email: [massimo.ludovisi@occar.int](mailto:massimo.ludovisi@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>.