



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	AC04 – GENERAL MANAGEMENT & INTERNAL QUALITY OFFICER
<b>Grade</b>	A3*
<b>Division</b>	PPA Programme Division
<b>Section</b>	Programme Management Section
<b>Management of Staff</b>	0
<b>Location</b>	Rome, Italy
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	10/11/2021
<b>Start Date</b>	01/02/2022
<b>Interview Date</b>	Week commencing on 13/12/2021

## **1. Background**

The aim of the Programme is the definition, development, production and initial in-service support of 7 Pattugliatore Polivalente d'Altura (PPA).

The PPA Programme Division is located in Rome with a Satellite office in La Spezia. This post is based in Rome and may be relocated to La Spezia according to the Programme needs.

## **2. Duties and Responsibilities**

The post holder shall be directly responsible for all the General Management & Internal Quality and will report directly to the Programme Manager.

The post holder will be responsible for:

- general coordination of management activities;
- supervisor of coordination meetings;
- OCCAR-CO initiatives;

- internal Quality (Quality Focal Point – QFP);
- QMS (quality management system);
- customer satisfaction;
- control of deliverables documents which lie within his/her domain;
- Upkeep of the relations with the Nation, in particular with the Naval Armament Directorate and the Navy General Staff.

As far as **General Management Officer** activities are concerned, he/she will:

- Establish & Maintain Programme/Through Life Management Plans;
- Collect data, issue Annual Report, maintain Programme History and Identify Lessons;
- Supervise the overall organization of the Programme Committee and following action (planning, logistics, arrangements, attendants, reports, decision sheet, etc.);
- Collect PPA contributes for BDSPRO reports;
- Distribute approved Reports;
- Manage Programme Documentation, set up the Information Management processes, collect PD needs and requirements for the IMgt aspects and report them to the ICM (PMSD);
- Advise Programme Manager for Human Resources Management (Identify PD Tasks & Generate a Structure, Identify Need for New Post or Modification of Existing Post, Establish Job Description, Implement Job Description, Grade Posts, Match Grading with Salary Scale, Draft Initial Staffing Plan);
- Support integration and departure of staff members (Provide First Information after Selection, Organise Hand-Over Period, Handle Requests for Training, Facilitate Training, Maintain Training Records, Support Departure, Support Out-Processing, Check Completion of Departure Formalities);
- Prepare Arrangements for Closure (Transfer Responsibilities, Data & Assets).

As far as **Internal Quality Officer** activities are concerned, he/she will:

- Contribute to plan, manage & improve the Quality Management System;
- Establish and maintain the OCCAR-EA framework within the PD;
- Monitor & Measure Objectives & Processes (Balanced Scorecard);
- Collect Data, analyse Data and report to the QMO and BDSPRO;
- The post holder will perform any related duties as directed.

### **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** Technical competencies and deep knowledge of all what is listed in the area of his/her duties and responsibilities, competencies and skills coming from previous experiences in programme and procurement management;
- ES 2** Experience of working with the customer governmental official technical and/or operational experts;
- ES 3** Former working experience in the National Navy General Staff Naval Armament Directorate or equivalent Navy Central Offices;
- ES 4** In depth knowledge of current Network Scheduling techniques and Reporting Systems;
- ES 5** Knowledge in applying programme management disciplines in a true Through Life Management sense.

#### 4.2 Desirable:

- DS 1** Experience in international programmes, co-operation activities and intercultural relationships;
- DS 2** At least 6 years of previous working experience on board military ships;
- DS 3** Knowledge of Quality Management System and ISO 9001:2015 international Standard;
- DS 4** Experience of working closely with governmental and industrial stakeholders, establishing and maintaining good and collaborative relationships;

**DS 5** Knowledge of other defence related structures and organizations.

## **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<sup>1</sup> (or equivalent educational level qualification) with several years of experience in the activities directly related to the above mentioned tasks (mandatory).

## **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:

Pasquale de Candia (PPA Programme Manager)

Email: [pasquale.decandia@occar.int](mailto:pasquale.decandia@occar.int) or [AC01@occar.int](mailto:AC01@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) , [B010@occar.int](mailto:B010@occar.int) and [B015@occar.int](mailto:B015@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>.

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<sup>1</sup> It is a University degree of five or six year second cycle (master's) degree (300 or 360 ECTS)