



# Organisation for Joint Armament Co-operation Executive Administration

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## Vacancy Notice

<b>Post</b>	<b>A655 – CONTRACT AND FINANCE OFFICER</b>
<b>Grade</b>	<b>A3</b>
<b>Division</b>	<b>FSAF/PAAMS Programme Division</b>
<b>Section</b>	<b>Commercial and Finance Section</b>
<b>Management of Staff</b>	<b>0</b>
<b>Location</b>	<b>Paris area, France</b>
<b>Initial Contract Duration</b>	<b>3 years</b>
<b>Start Date</b>	<b>1<sup>st</sup> January 2014</b>
<b>Interview Date</b>	<b>Week commencing 7<sup>th</sup> October 2013</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);
- and the ammunition production and in-service support of Principal Anti air Missile System (PAAMS).

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. Duties and Responsibilities**

The Contracts and Finance Officer will report to the Commercial and Finance Section Leader.

The primary focus until August 2014 will be on the commercial activities. The full financial activities will be assumed on 01 January 2015.

The post holder will:

#### Commercial activities

- contribute to the drafting of contracts and related documents and verify consistency of all documents;
- contribute in negotiations with Industry as far as determined with the other Staff Members responsible for the subject-matters of the contract;
- manage the configuration of the entire contract during its preparation;
- provide contractual/legal advice to the CFSL/PM regarding the correct execution of the FSAF-PAAMS Programme from contractual point of view;
- manage amended versions of signed FSAF contracts;
- handle contractual issues that may arise during the execution of the FSAF-PAAMS contracts;
- ensure prior to the acceptance of the FSAF-PAAMS deliveries/milestones that the requirements specified in the contract are met;
- prepare, on the basis of the contractual clauses and all the other data provided by the PD Sections, dossiers related to non-acceptance, delivery's updating and penalties of goods and documents subject-matters of the contracts. He/She defines how the acceptance, deferment or rejection can be pronounced, in accordance with the Contract Terms and Conditions;
- check compliance with internal procedures and related OCCAR OMPs. He/She ensures that deviations from contractual requirements, which are accepted by OCCAR, are recorded formally;
- monitor, through a suitable IT tool, the overall progression of the FSAF-PAAMS Programme and the execution of the contracts;
- if necessary, take temporary additional tasks as required by the Programme Manager.

#### Financial activities

- assist the CFSL in the operation and compliance with OCCAR regulations and rules; co-ordinate financial related issues with OCCAR Central Office and keep the financial data/records up to date;
- assist in the preparation of reports, financial analysis, summary or forecasts as required by OCCAR financial rules;
- assist in the drafting of the PD-operational yearly budget and monitor it in its evolution, assist in the management of the financial data entry/records in respect of penalties and interest;
- aid the CFSL to perform financial analysis, identification of potential risk areas, proposing remedial actions and preparing reports as required; keep the financial data up to date with the programme's development state;
- participate in the establishment and maintenance of programme cost control, assist in the management of budgetary control (commitments and payments authorisations);
- co-ordinate with the CFSL the support to audits raised by the Board of Auditors;
- if necessary, undertake temporary additional tasks as required by the Programme Manager.

### **3. Competences / Skills required for the post**

- The 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 OCCAR internally as well as with Nations and Industry representatives.

- Excellent team working skills.
- The ability to work in a changing, developing and demanding environment.
- The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- The ability to use Computer and Information Technology (ICT) facilities

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

##### 4.1 Essential

- have at least five years contractual experience, specifically in the field of international commercial law;
- have good experience in financial management of programme including budgeting and forecasting;
- have broad experience in military contractual activities;
- have proven ability evidence concerned with contractual activities linked with logistic matters.

##### 4.2 Desirable

- experience in multinational project management is highly desirable;
- knowledge of financial accounting principles;
- knowledge of jurisprudence and legal texts governing international organisations;
- knowledge of the civil, fiscal and employment laws of Host Nation;
- knowledge of the OCCAR Through Life Management concept.

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

- Fluency, orally and written, in the English language.
- Adequate knowledge of other official OCCAR languages would be an advantage.

#### **6. Qualifications**

A university degree or equivalent education with several years of experience in the activities directly related to the tasks prescribed is highly desirable.

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

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

#### **8. Points of Contact**

1. Ettore Ferrari (FSAF/PAAMS Programme Division)  
Tel.: + 33 1 8200 9050  
E-mail: etto.ferrari@occar.int
2. Björn Rönnau (Human Resources Division)  
Tel.: + 49 228 5502 182  
E-mail: bjoern.roennau@occar.int