



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice

Post	B031 – Bonn Site Assistant
Grade	B4
Division	Corporate Support
Section	Site Management
Management of Staff	0
Location	Bonn, Germany
Initial Contract Duration	3 Years
Start Date	01 May 2016
Interview Date	Week commencing 22 February 2016

1. Background

The Corporate Support Division (CSD) is responsible for the provision of essential infrastructure and support to enable the Directorate, the Program Divisions and Central Office Divisions to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Security, Information and Communication Technology (ICT) and Site Management addressed in each of the OCCAR-EA sites.

The Site Management Bonn is responsible for the planning and implementation of the Enabling Infrastructure Management, Investments Management, Budget and Finance Management, Contract Management and Risk Management of the Bonn OCCAR-EA site. The Site Management is also responsible for policy with respect to Health & Safety, Emergency Planning, asset management and registry management.

2. Duties and Responsibilities

The Bonn Site Assistant will report to the Site Management Section Leader and will assist in performing the following functions.

In particular, he will:

- Assist the Classified Registry & Asset Management Assistant by the registry of Fixed Asset and other assets including furniture, equipment, IT assets (hardware), etc. and by the management of check-in/-out of personnel as required by the Site Management Section Leader.
- Assist the Site Management Assistant

- Provide general assistance to Site Management on all day-to-day operations of the Bonn Site.
- Organise meetings/activities within CSD or at Bonn Site as required by the Site Management Section Leader.
- Undertake temporary ancillary tasks as required by the Head of Corporate Support Division and the Site Management Section Leader.
- Act as photographer during OCCAR-EA activities organised at Bonn Site or during the in processing of new Staff members.
- Provide back up for the Site Management Assistant where necessary by managing Duty Travel Claims (contacting main service provider at Bonn Site to organise duty travels (bookings, provision of tickets, etc), verifying the accuracy of the calculation of claims and post them into the Financial Management System (FinMaS) as well as by training for FinMaS Duty Travel Module.
- Occasionally arrange objects in the archive or in one of CSD stores together with the Site Asset Manager or the Bonn Site facility contractor.

3. Competences / Skills required for the post

- Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations.
- The ability to work in a changing, developing and demanding environment.
- The ability to work independently based on objectives set by the line manager.
- The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software.
- Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

4. Knowledge and Experience

4.1 Essential

- Proven knowledge and experience of financial management, databases and budgets.
- Knowledge and experience of accounting techniques.
- Experience in Asset Management.

4.2 Desirable

- Experience of implementing duty travel regulations.
- Knowledge of digital photography would be an advantage.
- Knowledge of OCCAR Through-Life Management concept.
- Experience of working in a multinational working environment would be an advantage.

5. Language Requirements

- Fluency, oral and written, in the English language.
- Adequate knowledge of at least one other OCCAR language would be an asset.

6. Qualifications

Higher secondary education plus practical experience in the activities directly related to the tasks prescribed is highly desirable.

7. Security Clearance

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

8. Points of Contact

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