



VACANCY NOTICE	
Post	A059 - BUSINESS PLANNING AND REPORTING OFFICER 2
Grade	A3
Division	OCCAR-EA Directorate
Office	Planning & Reporting Office
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	01 September 2026
Start Date	01 January 2027
Interview Date	Week commencing on 05 October 2026

1. Background

The Planning & Reporting Office (PRO) is a key component of OCCAR-EA, the Organisation for Joint Armament Cooperation - Executive Administration. It supports the OCCAR-EA Director by managing all activities related to planning, reporting, and performance measurement, which form the foundation of corporate governance. PRO also maintains strategic relationships with Member States at the Board of Supervisors (BoS) and Future Tasks and Policy Committee (FTPC) levels.

The Office is primarily responsible for:

- Establishing and maintaining the OCCAR-EA Business Plan to ensure alignment with organisational objectives;
- Leading planning and reporting activities at both corporate and programme levels, providing transparency and accountability, and offering Senior Executives a comprehensive overview of the OCCAR programme portfolio, highlighting areas requiring attention;
- Acting as secretariat to the BoS and FTPC;
- Developing and implementing corporate performance management policies and monitoring their effective application;
- Preparing and facilitating high-level internal meetings, including the Board of Managers, ensuring effective coordination, documentation, and follow-up of decisions;
- Designing and conducting customer satisfaction and staff surveys, analysing results to support continuous improvement and organisational effectiveness.

Through these activities, PRO ensures that OCCAR-EA operates with a clear strategic direction, robust governance, and measurable performance outcomes. The Office is headed by the OCCAR-EA Deputy Director.

2. Duties and Responsibilities

The Business Planning and Reporting Officer 2 will report directly to the Strategy & Business Planning Section Leader.

In particular, they will:

Business Planning

- Assist in initiating and coordinating the annual business planning cycle;
- Provide support in preparing and establishing the OCCAR-EA Business Plan; ensure its timely production and dissemination in electronic and hard copy formats;
- Assist Programme and Central Office Divisions in preparing Programme Management Plans (PMPs).

Corporate and Programme Reporting

- Assist Programme and Central Office Divisions in preparing Programme Annual Reports (PARs);
- Support the coordination of the staffing process for PMPs and PARs, ensuring timely completion;

- Contribute to maintaining an up-to-date summary of programme progress across the portfolio, highlighting areas of concern;
- Assist in performing cross-cutting analysis by aggregating data from multiple programmes;
- Help ensure consistency between programme reports and Balanced Scorecard data;
- Support facilitation of customer satisfaction workshops and preparation of written records.

Performance Management

- Assist with administration of the OCCAR-EA Performance Management software tool, including verifying data quality and coherence;
- Support monthly data uploads and help with upgrades, training, and documentation.

Quality Management

- Contribute to maintaining OCCAR Management Procedures and Internal Procedures related to planning and reporting;
- Assist in coordinating the annual Staff Survey;
- Support identification of risks (threats and opportunities) in the business planning and reporting domain.

Internal Communication

- Assist in preparing Planning & Reporting Community of Practice (CoP) meetings and other relevant meetings (i.e., BoM, BoS, FTPC if required);
- Support maintenance and development of designated areas of the OCCAR-EA Intranet and Extranet; and contribute to other communication channels and tools.

Additional Support

- Provide assistance to the Section Leader on PRO-related matters as 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** The ability to establish and maintain excellent working relationships 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 be 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, Sections 10 and 11).

4.1 Essential:

- ES 1** Proven experience in preparing and delivering business reporting outputs for high-level audiences;
- ES 2** Sound experience in drafting documents, analysing complex information from multiple sources, and synthesising it into clear, concise reports and summaries;
- ES 3** Experience in organisational performance measurement and in the use of performance management tools or software;
- ES 4** Ability to work effectively under pressure and to meet strict, non-negotiable deadlines;
- ES 5** Strong organisational and planning skills, with the ability to prioritise competing tasks and manage workloads efficiently while maintaining accuracy.

4.2 Desirable:

- DS 1** Experience in defence procurement programmes and related forward planning and forecasting;
- DS 2** Experience in improving reporting processes or introducing efficiencies through the use of digital tools;
- DS 3** Experience in Internal Communication activities, including supporting the preparation of staff surveys and managing communication via intranet platforms;
- DS 4** Familiarity with, or experience in, international institutions/organisations.

5. Language Requirements

- ADVANCED level¹ of ENGLISH both oral and written.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

6. Qualifications

A university degree in the activities directly related to the tasks described 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:

Simona TRUFELLI (Strategy & Business Planning Section Leader)

Email: simona.trufelli@occar.int

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

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>.

¹ The language levels can be found on the OCCAR website, www.occar.int Careers / Applying.