



<b>VACANCY NOTICE</b>	
<b>Post</b>	A064 - INFORMATION OFFICER
<b>Grade</b>	A3
<b>Division</b>	Information Division
<b>Section</b>	Information Management Section
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	20 August 2026
<b>Start Date</b>	01 January 2027
<b>Interview Date</b>	Week commencing on 21 September 2026

## **1. Background**

The Information Division (ID) is responsible for providing services related to Information and Communication Technology (ICT) and Information Management (IM) to support and enable the Programme Divisions and the Central Office to carry out the core activities of OCCAR-EA efficiently and effectively.

This includes all matters relating to ICT and IM, including the management of IT infrastructure, cybersecurity, data protection, digital communication systems, collaboration tools, software applications, knowledge management, data governance, and ensuring the secure and compliant handling of all information across OCCAR-EA.

The Information Management Section sits within the ID and is responsible for the Information and Knowledge management within OCCAR-EA. Providing information and advice to the Head of ID and the Deputy Director in his role as Chief Information Officer and process owner. The role is customer facing internally and externally.

## **2. Duties and Responsibilities**

The OCCAR-EA Information Officer (IO) reports to the Information Management Section Leader (IM SL) but also supports the Head of ID and OCCAR-EA Deputy Director as the Process Owner of Corporate Information Management.

The IO collects, consolidates and harmonises Programme and Corporate information needs and translates them into information requirements. The ICT Section investigates possible technical solutions and, following coordination with the IO to validate the requirements, deploys the selected solution through the ICT Plan.

Consequently, the Information Officer plays a key role in ensuring that information management gaps are identified, requirements defined and solutions deployed effectively to support OCCAR-EA business processes and those using them. They also play a key role in working with the user community to integrate new information services into the OCCAR-EA business processes and evaluates the effectiveness of the deployed services thereafter. Therefore, this role serves as a link between the OCCAR Programmes and IT, which requires a solid technical understanding.

In particular, the Information Officer will:

- Support the monitoring of the effectiveness of the Information Management in achieving OCCAR-EA delivery and governance. Identify opportunities for improvement and propose suitable actions;
- Provide Information Management related support to OCCAR Programmes or Projects;
- Manage Projects with an Information Management related specific scope, including those involving cloud technologies and AI;
- Provide reports on their activities to the IM SL / Head of ID;
- Identify areas where the management of information and knowledge can be improved;
- Support the Head of ID and IM SL on wider issues as the need arises;
- Deputise in the absence of the IM SL;
- Supports the IM SL in the ongoing search for promising IT solutions;

- Custodian for the Management of the OCCAR Extranet (Microsoft 365 online products):
  - Owner of the products and subject matter expert;
  - Provide user support to requests and issues;
  - Provide liaison with the support company;
  - Manage the associated budget;
  - Manage the licensing of the products;
  - Develops future-orientated solutions using workflows and automation;
  - Provide project management for new initiatives.

Due to an ongoing organisational restructure, the Duties and Responsibilities and the Job Description might change during the tenure.

### **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** Experience working in an Information and Computer Technology stakeholder facing role, identifying and refining customer requirements;

- ES 2** Experience of the information lifecycle from requirements definition to post implementation review;
- ES 3** Experience in developing and implementing Information Management strategies;
- ES 4** Experience in leading and monitoring Information Management and IT projects;
- ES 5** Experience in the administration of SharePoint 365, creating sites, managing groups and security access controls.

#### 4.2 Desirable:

- DS 1** Knowledge of Cyber / InfoSec monitoring and controls;
- DS 2** Experience in the identification and management of IT risks during development, deployment, migration and integration;
- DS 3** Experience in building a knowledge database, from identifying suitable solutions to implementation;
- DS 4** Experience in using AI to make the Information- and Knowledge Management more efficient;
- DS 5** Experience working with international stakeholders.

### 5. Language Requirements

- ADVANCED level<sup>1</sup> 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 or equivalent and intensive experience in the activities directly related to the prescribed tasks is highly desirable.

### 7. Security Clearance

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

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<sup>1</sup> The language levels can be found on the OCCAR website, [www.occar.int](http://www.occar.int) Careers / Applying.

## **8. Applications and Points of Contact**

For further information regarding this Post, please contact:

Alexander VOELKENING (Information Management Section Leader)

Email: [alexander.voelkening@occar.int](mailto:alexander.voelkening@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>.