



<b>VACANCY NOTICE</b>	
<b>Post</b>	B022 - SENIOR INFORMATION MANAGEMENT ASSISTANT 2
<b>Grade</b>	B6
<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>	16 July 2026
<b>Start Date</b>	01 October 2026
<b>Interview Date</b>	Week commencing on 10 August 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 Senior Information Management Assistant (SIA), will provide operational support to the management of the Information Section, being tasked with regularly checking of corporate information management systems for efficiency and ensuring that corporate information is adequately protected and segregated throughout the Organisation in accordance with the need-to-know principle.

The SIA provides support on records and archives management to Central Office Divisions. Additionally, the SIA supports and trains the programme divisions on the use of Information Management tools. The SIA reports to the Information Manager (IMgr) and provides operational support to the Information Officer (IO) on Extranet-related tasks.

In particular, they will:

- Contribute to and support the day-to-day IM section operations for the maintenance, support and administration of corporate information management systems (Electronic Records Management, Extranet and Intranet), and will support the overall management of the Section;
- Support the development and implementation of methodologies and tools for data collection and analysis that contribute to the development of statistical reports on performance of the Programme's Information Management related activities;
- Support the IMgr in the development, initiation, and execution of innovative projects to enhance and expand the corporate automated systems capabilities and increase their effectiveness;
- Develop and maintain SharePoint sites, libraries, lists, and other content structures, customise SharePoint sites and workflows (e.g., site structures, lists, libraries and permissions) to meet the specific needs of different Programmes and Central Office divisions, and create and manage user permissions and access controls for SharePoint sites and content;
- Provide hands-on support and guidance on the Extranet / Intranet to editors and users;

- Deliver and support user-focused training sessions on information management systems and processes for OCCAR-EA staff members, developing and updating relevant training aids;
- Support the IMgr with planned enhancements to the corporate information management applications, ways of working and liaison with the suppliers;
- Support the Head of ID and the ID Section Leaders in the administrative management of the Division.

### **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**      Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 2**      The ability to work in a changing, developing and demanding environment;
- CS 3**      The ability to work independently based on objectives set by the line manager;
- CS 4**      The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- CS 5**      Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

### **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**      Practical experience in the field of Information Management;
- ES 2**      Proficiency in managing SharePoint site collections, including list and library configurations, web parts, subsites, etc;
- ES 3**      Proven experience in the creation of workflows to digitalise and automate processes;
- ES 4**      Proficiency in Electronic Document, Records & Content Management Systems (e.g., Docuware, Drupal, SharePoint, etc.);
- ES 5**      Practical experience in supporting and contributing to the implementation of digitalisation initiatives.

#### 4.2 Desirable:

- DS 1** Experience Administrating Microsoft 365 admin centres;
- DS 2** Experience in the development of information management instructions;
- DS 3** Practical experience with the Azure Microsoft cloud environment;
- DS 4** Experience in designing and delivering progressive learning programs and interactive training sessions;
- DS 5** Practical Experience in the operation of Records Registries (registration, mail management, distribution, etc.).

#### **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 higher secondary education or relevant experience in the activities directly related to the tasks described is highly desirable.

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

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

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

For further information regarding this Post, please contact:

[application@occar.int](mailto:application@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>.

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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.