



VACANCY NOTICE	
Post	B015 - HR ASSISTANT
Grade	B5
Division	Human Resources Division
Section	Personnel Management Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	08 September 2026
Start Date	01 December 2026
Interview Date	Week commencing on 05 October 2026

1. Background

The Human Resource Division (HRD) is responsible for delivering and continuously improving OCCAR-EA's Human Resource Management framework. Its purpose is to attract, develop and retain the talent required to achieve the organisation's strategic objectives.

In addition, the Division plays a key role in fostering a positive, high-performing workplace culture by providing professional, responsive and supportive HR services.

The Personnel Management Section is responsible for the administration of personnel matters throughout the employee lifecycle, including recruitment, onboarding and integration.

2. Duties and Responsibilities

The postholder will report to the Personnel Management Section Leader (PMSL) and assist them in all areas of personnel management. Their tasks will include, but are not limited to:

- Maintaining personnel records;
- Assisting the PMSL in all administrative issues related to the recruitment process including:
 - Preparation or update of Vacancy Notices
 - Publication of Vacancy Notices for the advertisement of posts, collection of applications, issuing of invitations to candidates for interview, arrangement for interviews, drafting of interview reports
- Assisting the PMSL in all administrative issues related to the appointment of selected personnel including:
 - Pre-appointment arrangements
 - In processing arrangements
- Carrying out secretarial functions for personnel management issues such as:
 - Drafting and, once approved, issuing of correspondence
 - Contributing to the drafting of HR documentation
- Providing cover in the absence of the other Personnel Management Assistants within the team;
- Providing administrative support with the archiving of personnel files and other documents in OCCAR's electronic archive (DocuWare);
- Providing support as needed to the Head of HRD and PMSL.

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** Proven knowledge and experience in HR administration and the application of HR policies, procedures and processes;
- ES 2** Proven experience in coordinating and administering recruitment and selection processes;
- ES 3** Proven experience in managing employee onboarding, appointment and posting arrangements;
- ES 4** Proven ability to prepare high-quality written communication and administrative documents in English, including under tight deadlines;
- ES 5** Proven ability to manage a high volume of administrative tasks accurately and efficiently, often under pressure and within competing deadlines.

4.2 Desirable:

- DS 1** Previous experience of national and/or international employment regulation, HR policies and administrative procedures;
- DS 2** Previous experience working in an international organisation;

- DS 3** Proven experience in the use of Human Resource Information Systems or Personnel Management Systems;
- DS 4** Knowledge of data protection and confidentiality requirements applicable to personnel administration.

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 higher secondary education or comparable education and/or 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:

Marie Louise MITCHELL (Personnel Management Section Leader)

Email: marie.mitchell@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.