



VACANCY NOTICE	
Post	A016 - QUALITY MANAGER 1
Grade	A4
Division	OCCAR-EA Directorate
Section	Quality Management Office
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	07 September 2026
Start Date	01 January 2027
Interview Date	Week commencing on 26 October 2026

1. Background

OCCAR is an international organisation whose core-business is the through life management of cooperative defence equipment programmes. OCCAR is a centre of excellence in its business domain. This vision is underpinned by the implementation of a comprehensive business management framework, comprising a Quality Management System (QMS), which attained the ISO 9001 certification.

The Quality Manager 1 plays a key role in ensuring organisational excellence by maintaining, evolving and assuring the effectiveness of the OCCAR EA QMS in line with ISO 9001, AQAP standards and the OCCAR Corporate Strategy.

The Quality Management Office (QMO) within OCCAR-EA is responsible for:

- Assisting the OCCAR-EA Deputy Director in the role of the Quality Management Representative (QMR) to monitor, maintain and improve the OCCAR-EA Quality Management System;
- Serve as the primary focal point for Quality Management and Quality Assurance for the organisation;
- Supporting the Internal Audit Office (IAO) in the execution of the annual Internal Audit Strategy and Programme.

The QMO reports directly to the:

- OCCAR-EA Deputy Director in all aspects related to the OCCAR-EA Quality Management System (QMS) including Government Quality Assurance.

2. Duties and Responsibilities

The Quality Manager (QM) 1:

- Coordinates cross-organisational initiatives addressing major evolutions and improvements of the OCCAR-EA QMS;
- Supports the QMR in all matters concerning the OCCAR-EA QMS;
- Supports the IAO in providing the OCCAR-EA Director with an independent assessment of the compliance, effectiveness, efficiency and suitability of the OCCAR-EA QMS.

2.1 Quality Management System

The QM 1 will report directly to the OCCAR-EA Deputy Director and will:

- Maintain the Quality Policy;
- Ensure that the Management System is kept suitable for OCCAR-EA's business and consistent with the OCCAR Corporate Strategy and Annual Business Plan approved by Member States;
- Proactively identify new requirements placed on the Management System by evolutions of the strategy of OCCAR-EA (including regulatory framework), propose/coordinate response and coordinate corresponding actions where appropriate;
- Assess the compliance and consistency of proposed changes to the high-level documentation of the Management System;

- Maintain the conditions for sustained ISO 9001 certification, manage interactions with the selected ISO certification body and ensure that gaps and recommendations identified by external audits are addressed;
- Prepare, execute and follow-up activities associated with the annual Management Review process, including assessment of inputs from divisions, identification of opportunities for improvement of key processes and follow up of actions;
- Prepare, execute and follow-up activities associated with the CoPs, including those Chaired by QMO (QM, Government Quality Assurance [GQA] and Environmental Management [EM]);
- Provide support to the Programme and Central Office Divisions for the development of internal QMS procedures and documentation;
- Support digitalisation initiatives related to QMS workflows, including improvements to SharePoint based processes and the integration of emerging tools (e.g., digital forms, AI supported solutions);
- Ensure that gaps and shortcomings in the OCCAR-EA QMS, identified in internal and external audits, are analysed/assessed and propose relevant actions;
- Stay abreast of developing methodologies and emerging standards in the domain of business management, assess their relevance to OCCAR-EA and present them at the annual Management Review for consideration;
- Train new staff, as needed.

2.2 Government Quality Assurance

The QM 1 will:

- Maintain the OCCAR Management Procedure (OMP) 7 “Government Quality Assurance” in accordance with OCCAR rules and regulations and ensure that it is kept suitable for OCCAR-EA’s business;
- Chair the GQA CoP meetings;
- Provide support to OCCAR-EA divisions in GQA matters;
- Keep abreast of national/international GQA policies and procedures (e.g., NATO).

2.3 Focal Point

The QM 1 will:

- Provide support and guidance to all Programme and Central Office Divisions as the primary focal point within OCCAR for QM, GQA and EM.

2.4 Internal Audit Function

The QM 1 will collaborate with the IAO to:

- Support the preparation of the annual Internal Audit Strategy and Programme;
- Support the resolution and closure of audit findings directly related to the OCCAR-EA QMS;
- Coordinate and interact with other audit entities (e.g., Board of Auditors, International Organisation for Standardisation; Institute of Internal Auditors);
- Provide support to OCCAR-EA divisions in the preparation and execution of 2nd party audits;
- Keep abreast of policies/procedures and current developments in auditing professions, as applicable.

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).

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| CS 1 | Executive management skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations; |
| CS 2 | Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds; |
| CS 3 | Conceptual thinking with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward; |
| CS 4 | The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives; |
| CS 5 | The ability to use Computer and Information Technology (ICT) facilities, with a 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** Minimum 5 years' experience in a programme management environment, particularly in the field of defence procurement in the OCCAR Member States;
- ES 2** Minimum 3 years' experience in support of the maintenance and evaluation of a Corporate Quality Management System, including supervision of and contributions to continuous improvement;
- ES 3** Experience delivering a QMS through ISO 9001 certification of at least one certification cycle and in-depth knowledge of ISO 9000 series of standards;
- ES 4** Extensive experience delivering cross-organisational meetings;
- ES 5** In-depth understanding of the AQAP 2000 series of standards and the application of GQA within supply chains.

4.2 Desirable:

- DS 1** Experience working with ISO 14001 environmental management systems, including implementation, maintenance, or support of ISO 14001 aligned processes and procedures;
- DS 2** Successfully passed the ISO 9001 Lead Auditor Training course or equivalent;
- DS 3** Experience with auditing (first, second and third party);
- DS 4** Extensive experience with the preparation of digital forms and templates;
- DS 5** Experience with using an AI tool to improve a QMS.

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.

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

6. Qualifications

A university degree or equivalent in the activities directly related to the prescribed tasks.

7. Security Clearance

Security clearance at OCCAR Secret level is required for this post - or needs to be obtained within the first 6 months of employment.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Email: application@occar.int

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>.