



VACANCY NOTICE	
Post	A005 - DIRECTORATE SENIOR EXECUTIVE ADVISER
Grade	A4*
Division	OCCAR-EA Directorate
Section	-
Management of Staff	4
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	09 October 2026
Start Date	01 February 2027
Interview Date	Week commencing on 09 November 2026

1. Background

The Directorate Senior Executive Adviser (DSEA) supports the OCCAR-EA Director, Deputy Director and Head of Programmes, ensuring an effective and efficient coordination of all OCCAR-EA Programme and corporate business-related issues. The DSEA reports directly to the Director. They are supported by the Directorate Higher Executive Adviser (DHEA), Directorate Executive Adviser (DEA) and two Directorate Assistants.

The DSEA is responsible for the final checks of all documents submitted for approval (including reports, in- and outgoing correspondence). This includes verification that proper internal and external coordination and staffing has been performed, seeking clarification from all stakeholders as required. The DSEA will make a recommendation to the Director / Deputy Director / Head of Programmes for endorsement, seeking subject matter experts' advice where appropriate.

The DSEA will liaise and maintain contact with all CO Divisions and Programme Divisions at the appropriate level. In their role, the DSEA is authorised to verify the content, request additional information, explanations and ask for modifications of the documentation as necessary, informing Director / Deputy Director / Head of Programmes of his actions.

2. Duties and Responsibilities

The DSEA will interact with all parts of the organisation and with external stakeholders, making sure that the Director / Deputy Director / Head of Programmes is provided with all the information needed in a timely manner. This includes the coordination of ingoing/outgoing documents and information, the coordination of analyses and detailed briefings and information for the Director / Deputy Director / Head of Programmes when needed. The DSEA contributes to the synchronisation of planning and calendars at Directorate level performed by the DEA.

In particular, they will:

- Ensure efficient operation of the Directorate;
- Attend the weekly Head of Division meetings, advising and supporting the OCCAR-EA Director, Deputy Director and Head of Programmes on topics and issues to be introduced in the agenda;
- Ensure the Director remains current on OCCAR activities and issues, by coordinating with the respective OCCAR-EA entities the provision of all the documents, correspondences, overviews or debriefings on all matters of importance as required;
- Control the flow of written information to and from the Director's office, co-ordinating and ensuring the consistency all the documents (including BoS/FTPC/PB/PC/EU Reports, HR documents, Programme commercial and legal documentation, ingoing and outgoing correspondence) to be submitted to Director's / Deputy Director's / Head of Programmes' approval;
- Provide the Director / Deputy Director / Head of Programmes with a cross-functional perspective and make suggestions to where he can bring his focus to improve organisational effectiveness and efficiencies;
- Prepare draft correspondence for the Director as required (supported by DHEA/DEA);
- Co-ordinate with PMs, HoDs or SLs as necessary to prioritise work, taking account of deadlines;
- Facilitate the implementation of Director's direction and guidance within OCCAR-EA;

- Support the OCCAR-EA Director to meet his statutory responsibilities and managing the relationships with PMs, HoDs and with OCCAR main stakeholders (Participating States representatives and industrial Top Management), attendance at meetings at Director's level, accompanying the Director at offsite meetings as and when required;
- Ensure timely arrangements for and preparation of meetings and conferences for the Director, including preparation of minutes of meetings chaired by the Director;
- Contribute to the preparation of correspondence and presentations for the Director;
- Contribute to Management Directives as instructed;
- Perform other related duties as assigned.

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** Experience working with and for senior executives, acting as a sounding board and strategic advisor, performing as a conduit between the senior executive and the wider organisation (at all levels, from senior management to junior grades), ensuring decisions and guidelines are shared with and taken forward by the team;
- ES 2** Experience in setting, prioritising and managing a complex and rapidly changing portfolio of short and long-term activities and strategic priorities;
- ES 3** Experience in processing incoming information to extract key points, compiling and analysing data, communicating trade-offs, and formulating recommendations to assist executive decision-making;
- ES 4** Knowledge and experience in programme management disciplines (e.g., programme integration, schedule management, procurement management, finance management, quality management, resource management, risk management, communication and stakeholder management);
- ES 5** Experience of acquisition, In Service Support, programme management and experience of working with industry, including a broad knowledge of the political-industrial scene.

4.2 Desirable:

- DS 1** A keen awareness of OCCAR organisation, roles, responsibilities, main processes (including HR, commercial & legal, planning and reporting, integration process, performance management);
- DS 2** Experience in applying principles of Risk Management, Life Cycle Costing, Quality Management System and Configuration Control;
- DS 3** A keen awareness of the European Defence environment.

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/master degree or equivalent qualification in the activities directly related to the described tasks related to project/programme management is essential.

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:

Torsten HOFMANN (Directorate Senior Executive Adviser)

Email: torsten.hofmann@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.