



| <b>VACANCY NOTICE</b>                |                                       |
|--------------------------------------|---------------------------------------|
| <b>Post</b>                          | AG17 – LWT FINANCE & CONTRACT OFFICER |
| <b>Grade</b>                         | A2                                    |
| <b>Division</b>                      | Small Programmes Programme Division   |
| <b>Section</b>                       | LWT                                   |
| <b>Management of Staff</b>           | 0                                     |
| <b>Location</b>                      | Paris, France                         |
| <b>Initial Contract Duration</b>     | 3 years                               |
| <b>Closing Date for Applications</b> | 21 October 2026                       |
| <b>Start Date</b>                    | 01 February 2027                      |
| <b>Interview Date</b>                | Week commencing on 23 November 2026   |

## 1. Background

OCCAR-EA is managing the MU90 Light Weight Torpedo (LWT) Programme on behalf of Australia, France, Germany and Italy. The Programme sits within the Small Programmes Programme Division (SP PD), supporting the LWT team with transversal tasks, including finance, reporting, risk, and centralising the overall direction for a variety of different Programmes.

The Programme is involved in different life cycle phases, namely Development, Production and ISS.

ISS:

The In-Service Support (ISS) contract provides the services to support the MU90 torpedo and its associated tools and testbeds. The main contracted services are configuration management, management of technical events, repair management, documentation management, risk management, training, preventive and corrective maintenance, sea trials support, reconditioning or supply of spare parts and obsolescence management.

Development and Production:

Following a detailed obsolescence study, different ECPs (Engineering Change Proposals) are grouped in a common redevelopment which will lead to a new torpedo configuration when the engineering and qualification is completed. Once the design is certified and qualified, large-scale production of the new configuration will commence. The LWT programme is preparing this contract and will manage it once signed, including the coordination of the design and the qualification.

Several scope extensions are expected in the coming years, and potentially also a further feasibility study for a redesign with capability enhancement.

## **2. Duties and Responsibilities**

The LWT Finance and Contract Officer (F&CO) will report to the LWT Contract Officer (CO) and support them in their daily operational activities. They will be supervised by the SPPD Commercial and Finance Section Leader (C&FSL), who is responsible for assuring coherence of financial and contractual product with programme objectives.

In particular they will:

- Report to the LWT Contract Officer (CO) and provide direct support across the full spectrum of financial management activities for the LWT Programme, including the preparation, execution, monitoring, and forecasting of annual and carry-over/forward budgets (Administrative and Operational Budgets).
- Manage and progress LWT administrative procurement activities in compliance with OCCAR-EA regulations and procedures.
- Apply OCCAR-EA budgeting, planning, control, and forecasting methodologies to deliver accurate and timely financial submissions and reports.
- Process invoices and create purchase orders and contracts within the OCCAR financial management system (Microsoft Dynamics AX), ensuring that discrepancies are identified and resolved promptly.
- Support the contractual acceptance process for deliverables, working closely with the LWT Technical Section, and apply contractual remedies and penalty provisions where appropriate.

- Maintain comprehensive and accurate contract records, including correspondence, contract documentation, amendments, and supporting files.
- Assist the LWT CO and the SPPD Contracts & Finance Section Leader (C&FSL) in the preparation, negotiation, award and amendment of contracts.
- Provide support on all contractual and financial matters related to the LWT Programme, ensuring compliance with OCCAR-EA policies and procedures.
- Draft minutes of meetings, negotiations, and discussions with Participating States, industry representatives, and other stakeholders.
- Contribute to financial analyses, budget reviews, contractual assessments, and management reporting as required.
- Undertake additional duties and responsibilities assigned by the LWT Contract Officer and the SPPD Contracts & Finance Section Leader in support of programme objectives.

### **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**      Demonstrated experience in the management of project/programme financial and contractual matters;
- ES 2**      Demonstrated experience in managing the full financial cycle and using an integrated Enterprise Resource Planning (ERP) e.g. SAP, Microsoft Dynamics, Oracle or others;

- ES 3** Excellent analytical skills and attention to detail when preparing spreadsheets and calculations including advanced working knowledge of MS Office software, especially MS Excel to compile and present complex and diverse data;
- ES 4** Demonstrated ability to interpret contractual articles and translate them in to action;
- ES 5** Proven ability to draft letters and documents in English language, sometimes to tight deadlines.

#### 4.2 Desirable:

- DS 1** Experience in international cooperation activities and/or collaborative Programme Management;
- DS 2** Knowledge of contractual performance measurement tools, techniques and indicators;
- DS 3** Experience working in a multinational, project management environment;
- DS 4** Knowledge of Life Cycle Costing principle will be an asset;
- DS 5** Knowledge of French and/or Italian pricing regulations will be an asset.

### 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 bachelor level education or equivalent in the activities directly related to the tasks described is highly desirable.

### 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:

Roberto Contalbo (SPPD Contracts and Finance Section Leader)

Email: [roberto.contalbo@occar.int](mailto:roberto.contalbo@occar.int)

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

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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.

**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>.