



VACANCY NOTICE	
Post	B634 – MANAGEMENT ASSISTANT 2
Grade	B5
Division	FSAF-PAAMS Programme Division
Section	-
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	20 October 2026
Start Date	01 February 2027
Interview Date	Week commencing on 16 November 2026

1. Background

The scope of the FSAF-PAAMS Programme is:

- The definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:
 - Surface-to-Air Anti-Missile system (SAAM);

- Surface-to-Air Medium Range Land system (SAMP/T);
- The ammunition production and in service support of Principal Anti Air Missile System (PAAMS);
- The In-Service Support (ISS) of FSAF systems, PAAMS systems (EMPAR and common sub systems with SAMPSON version) and Long-Range Radar (LRR), including ammunition and training & support equipment;
- The Capability Sustainment & Enhancement of ammunitions and associated systems.

The management of the FSAF-PAAMS Programme is aimed at optimising the use of as many common elements as possible and considers the potential to extend the capabilities of the systems.

The Programme Division is based in Paris, France and Rome, Italy. It is composed of more than 35 Staff Members from Italy, France and the UK. Due to the increase of Nations requirements, it is planned to be expanded.

The post is located in Paris, France.

2. Duties and Responsibilities

The Management Assistant will report to the Risk & Reporting Officer and the Programme Manager, providing secretarial and general administrative support to the Programme Division.

In particular they will:

- Answer general enquiries to the Programme Division;
- Coordinate the Programme Manager's and Section Leaders' diaries (i.e., meetings, conferences, absence management & duty travel);
- Support staff members in organising meetings by providing the respective administrative support (i.e., photocopy, fax, facilities,);
- File and maintain personnel records and documents relevant to the Programme Division;
- Manage classified documentation held by the PD in accordance with OCCAR-EA security procedures and security instructions;
- Maintain appropriate filing system, ensure appropriate storage of classified documentation in designated security containers or security areas and operate relevant security devices manage incoming and outgoing mail in accordance with OCCAR procedures;
- Draft documents, e-mails and faxes on request;
- Maintain and keep up-to-date the attendance list of the Programme Division;
- Provide permanent cover during absence of the other administrative assistants;

- Perform additional tasks if demanded by line management.

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** Strong understanding of rules and procedures relevant to administrative tasks;
- ES 2** Excellent knowledge of current secretarial duties;
- ES 3** Sound knowledge of rules covering handling of mail with particular reference to classified documents;
- ES 4** Proven capability to draft papers, letters and documents, sometimes to tight deadlines in the English language;
- ES 5** Sound experience in archiving procedures.

4.2 Desirable:

- DS 1** Previous experience gained in national and international environments. Knowledge of their national defence structures and organisations;
- DS 2** Awareness of other defence related structures and organisations;
- DS 3** Sound knowledge of national and international security regulations, policies and procedures;
- DS 4** Awareness of Quality Management Systems.

5. Language Requirements

- UPPER INTERMEDIATE 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 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:

Francis CELESTE (FSAF-PAAMS Programme Manager)

Email: francis.celeste@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.