



VACANCY NOTICE	
Post	A052 - PROGRAMME MANAGEMENT OFFICER 4
Grade	A4
Division	Programme Management Support Division
Section	Integration and Programme Management Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	03 November 2026
Start Date	01 April 2027
Interview Date	Week commencing on 07 December 2026

1. **Background**

OCCAR-EA facilitates and manages European armament programmes through their life cycle and continuously improves the effectiveness of programme and contract management.

The **Programme Management Support Division (PMSD)** is a Division within OCCAR-EA and is responsible for the following areas:

- Maintaining programme management and contract management policy, procedures and guidance;
- Supporting Programme Managers in commercial, legal and programme management-related matters;
- Providing independent advice, support and assurance to the OCCAR-EA Director on programme-related issues;
- Integrating new Programmes and Programme Stages into OCCAR.

The Integration and Programme Management Section sits within PMSD and is responsible for integrating new Programmes and Programme Stages and for all programme management and technical management activities associated with the above tasks.

2. Duties and Responsibilities

Due to the dynamic nature of PMSD activities, the duties and responsibilities and the job description of this post may be adapted over time in accordance with internal task allocation, delegation arrangements, business priorities and programme needs. The Programme Management Officer (PMO) reports to the Integration and Programme Management Section Leader (IPM SL) and is responsible for the following:

Integration of New Programmes

In this capacity the PMO shall be required to work within an internal matrix organisation and will be requested to provide support to the Programme Integration Manager (PIM) or, if assigned the role, lead as PIM on the following:

- Support preliminary programme integration activities (pre-integration activities), including engagement with Prospective Participating States, Business Development and relevant Central Office stakeholders;
- Lead the Programme Integration Team (PIT) to ensure the integration process is successfully completed and the Programme transferred to the Programme Division;
- Where applicable, assist the PMSD Commercial & Legal Officer in supporting the development, review or amendment of MoUs and related arrangements between Nations, ensuring consistency with OCCAR rules;
- Analyse operational, technical and management requirements and ensure they are properly embedded in the contractual specifications;
- Work with the PIT members and Member State experts to draft the Procurement Strategy, prepare the Invitation to Tender, negotiate and conclude the contract, and draft the Programme Decision;
- Plan the future Programme Division (PD) organisation structure and work with the Human Resources Division to ensure the timely recruitment of new OCCAR staff;
- Participate in recruitment panels for the selection of the new SMs of the PD;

- Prepare the Business Case for the organisation of the PD, including establishing the relevant assumptions for the estimation of the Administrative budget;
- Lead the preparation the Programme Security Instructions in liaison with OCCAR-EA Security Section;
- Ensure that the required Letter of Offer/Acceptance is in force prior to signature of the ProgD;
- Liaise with Human Resources Division, Corporate Support Division and Finance Division to establish the initial Administrative Budget for the Programme;
- Establish the initial Operational Budget for the Programme with the Prospective Participating States;
- Prepare any required meetings and support the OCCAR-EA Director/Deputy Director/Head of Programmes for Programme Committee / Board meetings during the Integration Phase;
- Chair or designate the chair of the Tender Assessment Panel and report the findings to the OCCAR-EA Director;
- When applicable, support the negotiation of Contribution Agreements with the European Commission;
- When applicable, lead the drafting and negotiation of Grant Agreements and Linked Procurement Contracts with industrial entities;
- Lead Programme Working Groups, and workshops to manage Prospective Participating States, other stakeholders and their expectations;
- Provide reports, support and advice to the IPMSL, the Head of PMSD, the Head of Programmes/Deputy Director and the Director, as required, on programme integration matters;
- Identify and manage integration-related risks, assumptions, dependencies and constraints, including those related to requirements, schedule, budget, resources, security, decision-making arrangements and contractual readiness, in accordance with OCCAR risk management processes;
- Establish and maintain appropriate information-management arrangements during integration, including document and version control, action tracking and use of OCCAR information-sharing tools.

New Programme Stages

- Support the PIM/PM to ensure that applicable policies, procedures, best practices and lessons learned are reflected in documentation for new Programme Stages and support the Programme Divisions in their implementation;
- Work with the Commercial and Legal Officer on the relevant documents related to contracts, contract amendments and Programme Decisions.

Programme & Technical Support

- Act as the Central Office focal point for allocated OCCAR-EA Programme Divisions, maintaining constructive and effective working relationships to facilitate communication and coordination;
- Provide advice and support on programme management, through-life management, systems engineering and in-service support matters, in accordance with OCCAR Policy;
- Promote and ensure the appropriate application of best practice standards, tools and methodologies in the fields of programme management, through-life management, systems engineering and in-service support.

Programme Assurance

- Provide advice to the Head of PMSD for the assurance of documents requiring Central Office staffing, in line with OCCAR-EA Director and Head of Programmes assurance expectations;
- Provide advice to the Head of PMSD, the Head of Programmes/Deputy Director and the Director, as required, on programme and technical matters.

Corporate Activities

- Act as the PMSD focal point, through the IPMSL as appropriate, for programme matters relating to the programmes supported by the post holder;
- Support or lead the update of OCCAR Management Procedures (OMPs), Internal Procedures and Internal Guidance, in particular for the integration of new Programmes, programme management, through-life management, systems engineering and in-service support;
- Support the development, review and improvement of PMSD-owned and PMSD-supported QMS documentation, including relevant procedures, guidance, templates, and Divisional Instructions;
- When nominated as Corporate Focal Point for specific topics (e.g., Life Cycle Costing Management), be responsible for organising training, Communities of Practice, and for planning and managing the associated budget activities within delegated authority;
- Contribute to the monitoring, analysis and reporting of relevant programme management process indicators, actions, risks and lessons learned, supporting continual improvement within PMSD's areas of responsibility;
- Upon request, promote OCCAR's role and activities during forums, public events and presentations.

Frequent duty travels to OCCAR Programme Divisions outside Bonn, OCCAR Member States, other Organisations and Industry are required.

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** 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 of initiating and managing cooperative armaments programmes;
- ES 2** Expert knowledge of programme management principles, tools and techniques, including planning, stakeholder management, requirements management, reporting, and experience of using them effectively in armament programmes;
- ES 3** Knowledge of engineering principles and experience related to the application of these within armament programmes;
- ES 4** Experience in preparing invitations to tender, assessing tenders and negotiating with industry in a defence environment;
- ES 5** Relevant experience of leading and coordinating multidisciplinary initiatives that involve representatives from several nations.

4.2 Desirable:

- DS 1** Experience in the application of Systems Engineering in armaments programmes;
- DS 2** Knowledge of Life Cycle Costing Management, Through-Life Management and In-Service Support principles;
- DS 3** Awareness of European defence-related structures and organisations;
- DS 4** Practical experience of successfully working in a matrix management organisation and maintaining effective relationships across multiple organisational entities/areas;
- DS 5** Proven experience in developing and implementing processes, procedures, tools, templates and best practices into an organisation.

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 or equivalent experience in the activities directly related to the described tasks above is required.

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:

Lorenzo POLISENO (Integration and Programme Management Section Leader)

Email: lorenzo.poliseno@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.