



VACANCY NOTICE	
Post	AD13 - INTERNAL QUALITY AND MANAGEMENT OFFICER 2
Grade	A3
Division	LSS Programme Division
Section	Management Section
Management of Staff	0
Location	Castellammare di Stabia, Italy
Initial Contract Duration	3 years
Closing Date for Applications	12/02/2027
Start Date	01/06/2027
Interview Date	Week commencing on 15/03/2027

1. Background

The Logistic Support Ships (LSS) Programme is a collaborative Programme being managed by OCCAR-EA on behalf of the IT and FR Participating States (PS). The scope of the work covers the definition, development, production and initial in-service support of LSS for FR and IT.

The LSS Programme Division (PD) is located in the Paris area with two Satellite offices, one in Saint-Nazaire (FR) and one in Castellammare di Stabia (IT).

2. Duties and Responsibilities

The post holder will be responsible for internal quality and general management matters of the LSS Programme as assigned by the Programme manager (PM).

The post holder will report to the Deputy Programme manager (DPM).

As far as **General Management** matters are concerned, the post holder will:

- Be responsible for the Lessons Learned and Best Practices processes;
- Co-ordinate relevant activities between Industry and PSs for what concerns their field of work;
- Give technical briefings and presentations during formal meetings, as needed, according to OCCAR processes;
- Support the Contract and Finance Officer in verifying if contract payment conditions are met;
- Support the Contract and Finance Officer as point-of-contact for OCCAR-CO initiatives;
- Prepare reports to Board of Managers meetings, LSS Programme Committee, Programme Board and the PSs;
- Draft minutes of the Programme Committee and Programme Working Group Meetings;
- Monitor the actions between LSS PD and Industry;
- Manage the actions from Programme Committee, PSs and OCCAR Central Office;
- Monitor the actions from the Programme Board;
- Prepare and update the LSS Programme Management Plan and Through Life Management Plan;
- Prepare the LSS Annual Report;
- Support the PSs in preparing the:
 - Programme Decision and related amendments;
 - Memorandum of Understanding and related amendments.

As far as **Internal Quality Management** matters are concerned, the post holder will:

- Be responsible for Internal Quality Assurance;
- Act as Quality Focal Point (QFP) for the PD;

- Ensure general coordination of management activities within the PD;
- Support the PM and DPM in establishing and maintaining the appropriate Programme Divisional processes and procedures to enable ISO 9001 certification process and ensure compliance with this standard;

If necessary, the post holder will undertake temporary additional tasks as requested by the DPM or the PM.

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 | 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:

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|-------------|---|
| ES 1 | Experience of working within a general management role including commercial, quality and technical liaison activities; |
| ES 2 | Good knowledge and experience of programme management activities within a complex technical environment; |
| ES 3 | Experience in programme performance evaluation and planning and reporting activities; |
| ES 4 | Knowledge of Quality Management procedures and their application; |
| ES 5 | A long-standing experience in the Navy and a proven experience in the Procurement of Armament Programmes in a national or international organization. |

4.2 Desirable:

- DS 1** Good knowledge of Programme Participating States Defence related structures and general awareness of international Defence related Organizations;
- DS 2** Knowledge of OCCAR Through Life Management concept;
- DS 3** Broad experience in trials/testing procedures and acceptance of technically complex deliverables;
- DS 4** Longstanding previous working experience on board of military ships as Technical Officer;
- DS 5** Experience of capturing and disseminating Lessons Learned and Best Practices and of the application of Risk Management Concepts.

5. Language Requirements

- ADVANCED level¹ of ENGLISH and Italian, both oral and written, with the ability to draft clearly, concisely and accurately.
- Good knowledge of French, both oral and written, is highly desirable.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

6. Qualifications

A university degree in Engineering (Master of Science in Engineering) and intensive experience in the activities directly related to the prescribed tasks.

7. Security Clearance

Security clearance at OCCAR Confidential level is required for this post.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Mr Gabriele CATAPANO (LSS Deputy Programme Manager)

Email: gabriele.catapano@occar.int or LSS.questions@occar.int

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

¹ The language levels can be found on the OCCAR website, 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>.