



VACANCY NOTICE	
Post	BF01 – MANAGEMENT ASSISTANT
Grade	B5
Division	MALE RPAS Programme Division
Section	Programme Management Section
Management of Staff	0
Location	Munich/Hallbergmoos, DE
Initial Contract Duration	3 years
Closing Date for Applications	11 November 2026
Start Date	01 April 2027
Interview Date	Week commencing on 14 December 2026

1. Background

The European Medium Altitude Long Endurance (MALE) Remotely Piloted Air System (RPAS) Programme is a multinational cooperative programme with the participation of the Federal Republic of Germany, the French Republic, the Italian Republic and the Kingdom of Spain, recently joined by Japan and India as observers.

The MALE RPAS Programme Division (MRPD) is responsible for the execution of the Contracts for the Definition, Development, Production and In Service Support for the MALE RPAS, and of any potential additional Contracts in specific areas.

The MALE RPAS Programme Division is based in Hallbergmoos (Munich area), Germany.

To date, the MALE RPAS Programme has successfully passed towards gradual key milestones. A Definition Study was launched in 2016 to define common requirements among the Programme Participating States and was successfully concluded in 2018. The Invitation for Tendering for a Stage 2 Contract (Development and Production including 5 years of Initial In-service Support) was launched in October 2018. The subsequent two years were fully devoted to negotiating and refining the industry offer to ensure that the contract would meet PPS' expectations in terms of performance, affordability and value for money. The Stage 2 Contract was signed on 24 February 2022. The MALE RPAS Programme has successfully passed the Preliminary Design Review in 2024 and the Critical Design Review in 2025 that concludes the design phase enabling the start of prototype production and paving the way to the first flight.

In this context, the Programme Management Section (PMS) is responsible for MRPD Programme management matters, including but not limited to GFX, reporting, scheduling, industrial security, configuration management, risks management, life cycle costs and quality.

2. Duties and Responsibilities

The Management Assistant provides effective support to the Programme Management in the field of secretarial, advisory and legal functions.

The Management Assistant will provide secretarial and administrative support to the European MALE RPAS programme management. The post holder will work under direct supervision of the Programme Manager or the Programme Management Section Leader as directed by the PM.

In particular, they will:

- Support the PM as required;
- Manage correspondence in accordance with the OCCAR-EA Quality Management System procedures (IP17-5);
- Manage the Classified Registry;
- Administration of classified documents, Visitor procedures;
- Handle incoming/outgoing telephone calls as well as web, video and teleconferences;
- Coordination of visitor permits;
- Support Programme Division staff in the use of ICT equipment; execute basic ICT related maintenance tasks under control of the CSD/ICT Section;
- Act as ICT and Information Management focal point on behalf of the PMSL;

- Develop and maintain MALE RPAS SharePoint sites, libraries, lists, and other content structures, customise SharePoint sites and workflows (e.g., site structures, lists, libraries and permissions) to meet the specific needs of the division, and create and manage user permissions and access controls for SharePoint sites and content;
- Manage the SharePoint and Op-SIEA access, together with the GnuPG keys database;
- Maintain contacts listings up to date;
- Update specific Intranet information as required by the Programme;
- Support the Site Management Assistant as 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** 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** Experience in similar activities, obtained preferably in the field of defence procurement in the OCCAR Nations or in other international organisations;
- ES 2** A keen awareness of the European defence environment;
- ES 3** Proficiency in managing SharePoint site collections, including list and library configurations, web parts, manage access, etc;
- ES 4** Experience of Secretarial/Assistant duties.

4.2 Desirable:

- DS 1** Knowledge of personal administration in an international context;
- DS 2** Knowledge of management of the classified Registry;
- DS 3** Knowledge of Document Management in a Large/International Organisation;
- DS 4** Knowledge of IT Tools for managing VTCs and editing corporate web pages.

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 prescribed 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:

Andrea ESPOSITO (Programme Management Section Leader)

Email: andrea.esposito@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.