



VACANCY NOTICE	
Post	A002 - OCCAR-EA DEPUTY DIRECTOR
Grade	A6
Division	OCCAR-EA Directorate
Section	-
Management of Staff	8 direct reports
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	12 January 2027
Start Date	01 November 2027
Interview Date	End of March / Beginning of April 2027

1. Background

OCCAR-EA's mission is to facilitate and manage, to the satisfaction of its customers, European collaborative defence equipment programmes across their life cycle. Its vision is to be a centre of excellence, and first choice in Europe, in the field of collaborative acquisition of defence equipment.

The Deputy Director is responsible and personally accountable to the OCCAR-EA Director for the exercise of their delegated authority for all activities as Deputy Director, Head of the Planning and Reporting Office (PRO), Quality Management Office (QMO) as Quality Management Representative (QMR), Security Office (SEC), Chief Information Officer and the supervision of the Finance Division, Human Resources Division, Site Support Division, and Information Division.

The Deputy Director is appointed by the Board of Supervisors (BoS).

2. Duties and Responsibilities

General Responsibilities

The Deputy Director is responsible for the effective management and operation of OCCAR's Central Office.

In the absence of the OCCAR-EA Director, the Deputy Director will act as the Director's substitute in accordance with the Terms of Reference of the OCCAR-EA Director (Annex F to OMP 3).

The Deputy Director is entitled to attend meetings of the BoS in accordance with Article 15 of the Convention, as well as meetings of any committees established by the BoS under Article 12 of the Convention.

The Deputy Director has a duty of care for the health, safety and wellbeing of all staff members under their direct supervision. The Deputy Director is accountable to the OCCAR-EA Director for the proper discharge of these responsibilities in respect of all staff members under their authority, across all work locations and for all assigned activities.

Specific tasks and responsibilities

The Deputy Director will:

- Represent the OCCAR-EA Director, during periods of absence or as delegated;
- Represent the OCCAR-EA Director at meetings of the Finance Committee, Audit Committee and Security Committee;
- Represent the OCCAR-EA Director at Programme Board and the OCCAR Head of Programmes at Programme Committee meetings, in the absence of the Head of Programmes;
- Prepare and coordinate decisions requiring approval at Director level, to the maximum extent practicable;
- Ensure, in coordination with the Director and the Head of Programmes, effective consultation and alignment between Programme Managers and Heads of Central Office Divisions on programme and corporate governance matters;
- Promote and foster the dissemination and implementation of corporate governance best practices throughout OCCAR-EA;

- Advise the OCCAR-EA Director on corporate, strategic and organisational issues;
- Ensure the identification, management and monitoring of OCCAR-EA corporate risks;
- Lead organisational adjustments to the OCCAR structure;
- Lead management matters of corporate significance;
- Act as Chief Information Officer and ensure the effective governance of OCCAR-EA's Information Management and Corporate Communication and Information Systems, enabling efficient, secure, and resilient digital operations, while responding to evolving technological opportunities and security requirements;
- Manage and support the definition of OCCAR-EA's strategic objectives and performance targets and coordinate the annual resource planning cycle to identify and plan the human, material (including infrastructure) and financial resources required to achieve them;
- Ensure the overall coherency and integration of OCCAR-EA planning, performance management and reporting processes;
- Produce the OCCAR-EA Business Plan and Annual Report;
- Maintain and continuously develop the corporate performance management system based on the Balanced Scorecard methodology;
- Monitor organisational performance, advise the OCCAR-EA Director on progress against the strategic objectives and performance targets and propose recovery action plans where necessary;
- Coordinate with the Head of Programmes and Heads of Divisions on performance management and business planning and reporting;
- Provide support and input to the BoS and OCCAR Corporate Committees;
- Manage the staff members under their responsibility in a manner that promotes teamwork and the timely achievement of objectives;
- Represent the OCCAR-EA Director on all matters relating to Quality Management;
- As the Quality Management Representative, ensure that the OCCAR-EA Quality Management System (QMS) is maintained and continually improved.

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 ability proven through results attained in performing jobs in this field for other national/international organisations;

- CS 2** Excellent leadership, interpersonal and team working 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** Proven experience of corporate leadership and management within the defence sector, gained at a senior level in a national and/or international organisation, including at least five years in a position with significant strategic responsibility;
- ES 2** Demonstrated experience in managing complex organisations and leading multidisciplinary teams across multiple locations, including staff from diverse national and professional backgrounds;
- ES 3** Sound knowledge of the European defence environment, including defence industry stakeholders, governmental and intergovernmental organisations, and the political and institutional context within which OCCAR operates;
- ES 4** Demonstrated knowledge and practical experience in the following corporate governance domains: Quality Management, Information Management, Human Resources, Security, Financial Management, and Site Services;
- ES 5** Proven experience of operating effectively in an international and multicultural environment at a senior leadership level, including engagement with senior governmental, military, industrial, and institutional stakeholders.

4.2 Desirable:

- DS 1** Detailed knowledge and practical application of corporate governance methodologies, tools, and frameworks, particularly in the areas of performance management, quality management and risk management;
- DS 2** Experience of working within multinational defence equipment programmes, together with a good understanding of related European and International defence organisations and structures;
- DS 3** Experience in strategic planning, organisational change management, and the development of corporate performance frameworks;
- DS 4** Experience of supporting or advising senior governing bodies, boards, committees, or executive leadership teams on strategic, governance, and organisational matters.

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 related to the responsibilities described 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:

Joachim SUCKER (OCCAR-EA Director)

Email: joachim.sucker@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.