



VACANCY NOTICE	
Post	A021 - SECURITY POLICY OFFICER
Grade	A3
Division	OCCAR-EA Directorate
Section	Security Office
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	17 December 2026
Start Date	01 April 2027
Interview Date	Week commencing on 25 January 2027

1. Background

The OCCAR-EA Security Office is responsible for maintaining the confidentiality of classified information by safeguarding it from espionage, compromise or unauthorised disclosure, and by safeguarding installations housing Classified Information from sabotage and malicious wilful damage.

The Security Office is also responsible for ensuring the implementation of security procedures as prescribed in the OCCAR Security Regulations OMP (OCCAR Management Procedures) 11 and 12. It maintains continuous liaison with national and local Security Authorities on all security related matters.

The minimum standards for the handling and protection of classified information, including such information held on communication and information systems, are defined in the OCCAR Security Regulations, Internal Procedures or Programme Security Instructions.

OCCAR-EA has furthermore established an integrated business framework covering Information, Risk management, Quality management and Information Security Management.

2. Duties and Responsibilities

In accordance with the OCCAR regulations framework and the requirements from the OCCAR member nations the Security Policy Officer is responsible for the processing and further development of the OCCAR Security Policies including the programme security instructions for the OCCAR programmes.

The Security Policy Officer reports to the Security Section Leader (SSL), who is reporting to the Deputy Director, while keeping a functional line to the Director of OCCAR-EA in urgent security matters.

The Security Policy Officer works closely together with the Programme Management Support Division, the Legal Advisor, the OCCAR Programme Divisions and the Programme Participating Nations. They are the contact person for the industry on all security questions.

In particular, they will:

- Identify and maintain all measures necessary to maintain personnel, information and physical security of the Organisation, including protection of the OCCAR-EA premises and staff against espionage, sabotage and terrorism;
- Keep the OCCAR security policy documentation (OCCAR Security Regulations - OMP11, Procedure on the handling of OCCAR Non-Classified Information - OMP 12) and the related Internal Procedures under constant review and coordinate further actions with the Security Section Leader (SSL) regarding the communication and approval process for changes with the Security Committee (SC), Future Tasks and Policy Committee (FTPC) and the Board of Supervisors (BoS);
- Prepare and maintain the OCCAR-EA internal security instructions and contribute to the development of evacuation and emergency plans for OCCAR-EA premises in consultation with the Site Support Division;

- Prepare, in close consultation with OCCAR-EA Programme Divisions' (PD) staff and Programme Management Support Division's (PMSD) Programme Integration Team (PIT), the drafting, coordination, review and final approval process of OCCAR Programme Security Instructions (PSIs) and associated Security Classification Guides, ensuring coherence, compliance with applicable security regulations and alignment with programme requirements;
- Advise OCCAR-EA PDs and PMSD as well as, where appropriate, contractors on procedural, contractual and Programme-specific security matters;
- Support, as required, Central Office Divisions during the integration phase of new Programmes managed by OCCAR;
- Provide additional guidance and support on compliance with U.S. export control regulations (e.g. ITAR/EAR), ensuring that contractual provisions, information handling procedures and programme execution fully address export-controlled items and associated security constraints;
- Support SSL during the negotiations of Security Agreements or Security Arrangements with new Participating Nations cooperating and deputise the SSL, where required;
- Support the SSL in the planning, development and delivery of staff security education and awareness activities, including briefings, training sessions and awareness campaigns. Contribute to ensuring that personnel are adequately informed of their security responsibilities, applicable policies and best practices, thereby fostering a strong security culture and promoting compliance across the organisation.

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:

- ES 1** Thorough knowledge of security policies and procedures for the protection of classified information in one or more OCCAR Member States, NATO and/or the EU;
- ES 2** Sound knowledge of industrial security policies and procedures, with experience in developing, implementing or managing security requirements and instructions for complex programmes or contracts;
- ES 3** Proven experience in developing, implementing and maintaining security policies and procedures, including coordinating with stakeholders to ensure effective organisational application;
- ES 4** Proven experience in applying U.S. export control regulations (ITAR/EAR), including interpreting requirements and ensuring compliant handling of export-controlled items;
- ES 5** Proven experience in collaborating and negotiating with multiple nations in an international environment, including engagement with National Security Authorities (NSAs) or equivalent authorities on security-related matters.

4.2 Desirable:

- DS 1** Previous experience in a security role within a national, international or multinational organisation;
- DS 2** Practical experience in personnel, physical and information security;
- DS 3** Good understanding of the European defence landscape, including key stakeholders, organisations and multinational cooperation frameworks;
- DS 4** Completion of recognised export control training (e.g. ECTI), particularly in ITAR and EAR, with an understanding of their practical application.

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

University degree or equivalent in the activities directly related to the tasks described.

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:

Richard HUTCHINSON (Security Policy Officer)

Email: Richard.Hutchinson@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.