



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	B004 - DIRECTORATE ASSISTANT
Grade	B5
Division	Directorate
Section	-
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	31 January 2024
Start Date	01 April 2024
Interview Date	Week commencing on 19 February 2024

1. Background

The Directorate of OCCAR-EA comprises of the Directorate Senior Executive Adviser (DSEA), the Directorate Executive Advisor (DEA), the Directorate Assistant (DA) and the Legal Advisor (LA). Its tasks are to provide effective support to OCCAR-EA top management (Director, Deputy Director and the Head of Programmes in the field of secretarial, advisory and legal functions).

2. Duties and Responsibilities

The DA will provide secretarial and administrative support to the OCCAR-EA Director, the Deputy Director and the Head of Programmes. They will work under the direct supervision of the DEA and will report directly to the DSEA.

In particular they will:

- Support the DSEA/DEA as required;
- Assist the DEA in the maintenance of the Director's agenda;
- Attend the daily agenda review;

- Manage correspondence in accordance with the OCCAR-EA Quality Management System procedures;
- Handle incoming/outgoing telephone calls, web, video and teleconferences for the Director, the Deputy Director and the Head of Programmes;
- Support DSEA and DEA in the collection of statistical data;
- Maintain the hospitality book with the gifts/invitations presented to the Directorate staff;
- Organise duty travels and events for the Director, Deputy Director and Head of Programmes and subsequent claims;
- Produce travel dossiers for all Director, Deputy Director and Head of Programmes travel (including booking of accommodation, search for appropriate means of transportation, coordinate with event organisers, drafting travel programmes with useful information for each trip);
- Administrative organisation of meetings as required by the Director, the Deputy Director and Head of Programmes, including booking of meeting rooms, coordination of visitor permits, communication of catering to the OCCAR Service Provider, booking of restaurants etc;
- Contribute to the preparation of BoS/PB and FTPC meetings in support of PRO;
- Support PRO activities as required, in particular by maintaining contacts listings up-to-date;
- Support DSEA in the staff appraisal administration;
- Prepare the logbook (photobook) for the Director's farewell event;
- Actively and effectively use the Electronic Record Management System ("Docuware") and contribute to the assessment and improvement of the system;
- Support the Director with personal tasks 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** Proven ability to provide timely and robust solutions often to a short deadline;
- ES 3** Experience of carrying out working duties according to a flexible work schedule.

4.2 Desirable:

- DS 1** Experience of providing secretarial and administrative support to senior staff at top management level, preferably supported by respective training;
- DS 2** Experience of organising duty travels and events for senior staff members, including the respective administrative support (requests, claims etc), preferably supported by respective training;
- DS 3** Experience in staff appraisal administration (staff reports, staff awards etc).

5. Language Requirements

An adequate knowledge¹ of at least two of the OCCAR languages (English, French, German and Italian), one of them being English.

6. Qualifications

A higher secondary education, a degree or relevant experience is highly desirable.

7. Security Clearance

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

¹ The language levels can be found on the OCCAR website, www.occar.int Human Resources / Applying for OCCAR posts.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Torsten HOFMANN (Directorate Senior Executive Adviser)

Email: torsten.hofmann@occar.int

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

Applicants who are **not** Ministry of Defence staff wishing to apply for this Post should email the completed application and supporting documentation to B009@occar.int, B010@occar.int and B015@occar.int.

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>.