

STATO MAGGIORE DELLA DIFESA

I Reparto Personale

Allegati: 2 (due).
Annessi: 3 (tre).

00187 Roma
PdC: Ten.Col. COSTA 2.2773
e-mail: primo.impiego2s@smd.difesa.it

OGGETTO: Ricerca di personale per tre posizioni a “*status internazionale*” presso l’Organismo Congiunto per la Cooperazione in materia di Armamento (OCCAR).

A ELENCO INDIRIZZI IN ALLEGATO “A”

^^^ ^^ ^^^

Riferimenti:

- a. f. prot. n. M_D ABBE6E3 0051493 in data 5 maggio 2026 di DNA I Rep. (non a UG);
 - b. f. prot. n. M_D ABBE6E3 0051494 in data 5 maggio 2026 di DNA I Rep. (non a UG);
 - c. f. prot. n. M_D ABBE6E3 0051495 in data 5 maggio 2026 di DNA I Rep. (non a UG)
- Seg. f. prot. n. M_D A0D32CC 0013048 in data 29 gennaio 2026.

^^^ ^^ ^^^

1. L’Organismo Congiunto per la Cooperazione in materia di Armamento (OCCAR) ha indetto una ricerca di personale¹ per il ripianamento delle posizioni a “*status internazionale*” riepilogate nel prospetto in **Allegato “B”**, giudicate di interesse per la Difesa.
2. La durata del mandato è di 3 anni, con inquadramento giuridico-amministrativo ai sensi della legge n. 1114/1962 e oneri a carico della stessa Agenzia.
3. Le candidature dovranno pervenire allo Stato Maggiore della Difesa esclusivamente da codesti Organi d’Impiego, entro le date indicate nel citato **Allegato “B”**, corredate delle schede biografiche in lingua italiana e dell’OCCAR *Application Form* (IP45-03 *Issue 5*)², complete della sottoannotata documentazione accessoria:
 - copia del passaporto, ovvero altro documento valido per l’espatrio, in corso di validità;
 - copia del titolo di studio più elevato conseguito,in lingua inglese (in PDF con firma autografa), con *file* di dimensioni non superiori complessivamente a 3 MB, in ragione dei successivi adempimenti per la loro formalizzazione.
4. Nell’inviare le *vacancy notice* (VN) delle posizioni, si raccomanda il rispetto delle procedure e delle scadenze stabilite e si evidenzia la necessità che il personale segnalato, oltre a un profilo professionale aderente a quello richiesto dalla VN per la quale concorre, sia in possesso di tutti i requisiti di base per l’impiego all’estero, con particolare riferimento a un adeguato livello di conoscenza della lingua inglese.

d’ordine

IL VICE CAPO REPARTO
(Brig.Gen. Fabrizio BABUSCI)

¹ Reperibile sul sito *web* della Difesa: <https://www.difesa.it/smd/staff/reparti/i-reparto/impiego-del-personale/impiego-in-ambito-internazionale/ricerche-di-personale-per-posizioni-non-quota-e-status-internazionale/35926.html>

² Reperibile alla pagina *web* della Difesa al seguente *link*: <https://www.difesa.it/smd/staff/reparti/i-reparto/impiego-del-personale/impiego-in-ambito-internazionale/modulistica/29315.html>.

ELENCO INDIRIZZI

A	DIPARTIMENTO IMPIEGO DEL PERSONALE DELL'ESERCITO	SEDE
	DIREZIONE PER L'IMPIEGO DEL PERSONALE MILITARE DELLA MARINA	ROMA
	DIREZIONE PER L'IMPIEGO DEL PERSONALE MILITARE DELL'AERONAUTICA	ROMA
e, per conoscenza,		
	MINISTERO DELLA DIFESA Gabinetto del Ministro	ROMA
	DIREZIONE NAZIONALE DEGLI ARMAMENTI I Reparto – Politica Industriale e Relazioni Internazionali	ROMA

Ricerca di personale per posizioni a "status internazionale" presso l'Organismo Congiunto per la Cooperazione in materia di Armamento (OCCAR-EA)

DIVISIONE SEZIONE	SEDE DI SERVIZIO	P.O.	GRADO	ATTUALE TITOLARE --- TERMINE MANDATO	DATI RELATIVI AL MANDATO		F.A. INTERESSATA	TIPO DI POSIZIONE	SCADENZA PRESENTAZIONE CANDIDATURE			data intervista a partire dal	All.
					DURATA	INIZIO			SMD - I Reparto	DNA - I Reparto	OCCAR		
<i>U212 NFS Programme Division</i> <i>N/A</i>	ROMA	A110 "Risk, Planning & Configuration Officer "	A3 (C.C.)	//	3 anni	01-ott-26	MM	Status internazionale a concorso tra le Nazioni (trattamento giuridico- amministrativo ai sensi della L. n. 1114/1962)	18-giu-26	1-lug-26	8-lug-26	3-ago-26	5
<i>HORIZON Programme Division</i> <i>Commercial Section</i>	PARIS (FRA)	A824 "Commercial/Risk & Configuration Officer"	A3* (C.C./C.F.)	//		01-dic-26	MM	Status internazionale assegnata alla Nazione (trattamento giuridico- amministrativo ai sensi della L. n. 1114/1962)	16-lug-26	28-lug-26	4-ago-26	21-set-26	6
<i>FSAF PAAMS Programme Division</i> <i>Contract Section</i>	PARIS (FRA)	B635 "Finance Assistant 1"	B6 (Mar.Capo/1°Lgt)	//		TBC*	EMA	Status internazionale a concorso tra le Nazioni (trattamento giuridico- amministrativo ai sensi della L. n. 1114/1962)	4-giu-26	17-giu-26	24-giu-26	20-lug-26	7

* Expected Contract Strat date 01 August or 01 September 2026



VACANCY NOTICE	
Post	A824 - COMMERCIAL/RISK & CONFIGURATION OFFICER
Grade	A3*
Division	HORIZON Programme Division
Section	Commercial Section
Management of Staff	0
Location	Paris, FR
Initial Contract Duration	3 years
Closing Date for Applications	04/08/2026
Start Date	01/12/2026
Interview Date	Week commencing on 21/09/2026

1. Background

The HORIZON (HRZ) Programme Division (PD) is in charge of the management of two different Programmes, namely the HRZ Mid-Life-Upgrade (MLU) and FREMM Programmes.

The scope of the HORIZON Programme is the development, production and initial in-service support of the HORIZON ships Class Mid-Life Upgrade. The FR-IT HORIZON Class is composed of the following 4 vessels:

- 2 French Vessels:
 - Forbin (FOC-FR);
 - Chevalier Paul (FOS-FR).
- 2 Italian Vessels:
 - Andrea Doria (FOC-IT);
 - Caio Duilio (FOS-IT).

Besides, with a dedicated section, the PD is responsible for the management of development, production and In-Service Support of the European Multi-Mission Frigate (FREMM).

The FREMM Programme is broken down into different ship versions:

- Anti Sous-Marine (ASM) / Frigate de Defense Aerieenne (FREDA) versions for FRANCE;
- General Purpose (GP) / Anti-Submarine Warfare (ASW) /Anti-Submarine Warfare enhanced (ASW enhanced)/ Evolution (EVO) versions for ITALY.

During the 2026, the French participation to the FREMM Programme is expected to be completed but, on the other hand, it is expected the integration of a new Participating State into the Programme.

The HORIZON PD is located in the Paris area with one Satellite office in La Spezia (Italy). A new additional Satellite office will be created in Toulon (France) in 2026.

This post is based in the Paris area (France).

2. Duties and Responsibilities

The role of the Commercial/Risk & Configuration Officer is to provide support for the management of the Programme Division in the field of the:

- commercial and financial issues in the framework of the FREMM, HRZ-MLU and TLSM2 managed contracts as well as relevant founding documentation (Programme Management Authorisation (PMA), Memorandum of Understanding (MoU) and Programme Decisions (ProgDs));
- configuration of the contract:
 - responsible for the FREMM and TLSM2 Engineering Change Proposal (ECP) Management, including their contractual implementation;

- overseeing and supporting the Finance & Contract Officer 1 in updating the Contractual documentation (Terms&Condition, Statement of Work and Technical Specifications).
- Risk management.

For the common programme activities, the post holder shall be jointly responsible with the relevant Staff Member and therefore they shall co-ordinate.

The Commercial/Risk & Configuration Officer will report:

- for Common Programme activities to the Programme Manager (PM) and to the Deputy HRZ-MLU Programme Manager (DPM);
- for Programme matters concerning only the Participating State from which they are a national, to the PM or DPM (the one who is also a national from the Participating state). Nevertheless, they shall keep the corresponding officers informed to guarantee the proper management of the common programme activities.

Their activities will be coordinated by the Internal Quality & General Management Officer 1.

As far as the Commercial issues are concerned, the post holder will:

- Manage the Contracts in the FREMM and HRZ-MLU PD Scope (Main FREMM and HRZ-MLU Development and Production, IT ISS,) and the relevant amendments;
- Prepare/update the contract documentation on the occasion of new Contracts' award and/or FREMM, HRZ-MLU and TISM2 Contracts' Amendments (T&Cs, Statements of Work and Technical Specifications);
- Handle any legal or contractual issues that may arise during the execution of the contracts;
- Concerning the founding documentation management, they will support the Participating States in preparing the relevant ProgDs and related amendments;
- MoU and related amendments.

As far as the Configuration Management activities are concerned, the post holder will:

- Manage the configuration activities, define and maintain the HORIZON PD Configuration Management Plan in accordance with the OCCAR rules and contractual requirements;
- Coordinate the relationships between the HORIZON PD, the national experts and Central Office ensuring contribution for the benefit of the programme;
- Acquire from industry and assess a configuration management plan containing all necessary data for characterizing the specific configuration process;

- Check the correct application of the procedures during the evolution of the programme;
- Coordinate, in application of the OCCAR True Life Management policy, the configuration and the related matters to the evolution of the warships to be delivered;
- Validate the deliveries and/or the performances concerning configuration management;
- Plan and organise the Configuration Control Board (CCB) on a semi-annual basis in order to review and assess the status of Engineering Change Proposals (ECPs) and Options under the FREMM and TISM2 programmes;
- Coordinate Engineering Change Proposal processing;
- Act as Configuration Control Board secretary;
- Monitor Industry Configuration Management process.

As far as Risk management is concerned, they will:

- Develop and maintain the HORIZON PD Risk Management Plan in accordance with the OCCAR policies and regulations, in line with OCCAR Quality Management System procedures;
- Co-ordinate the Programme Risk Management activities in liaison with Central Office, assist the PD Staff Members in the identification, risk analysis, response planning definition and monitor/review the mitigation actions;
- Establish and maintain a risk register, using OCCAR tool, interacting with Industry, stakeholders and the Programme Division in order to identify potential risk areas;
- Inform the PM about any new development or significant changes to risk management;
- Support the PM and Risk Owners in risk management activities, such as migration of live risks into a database/risk register, and facilitating the risk workshops;
- Organize periodical PD internal meetings, preparing all relevant documents for matters pertaining to Risk Management;
- Organize periodical external meetings/workshop/Risk Reviews, to share external Risk Registers with the relevant stakeholders (Contractor and Participating State), promoting an effective communication on RM issues;
- Monitor the Risk Management process, making proposal for continuous improvement;
- Conduct the self-assessment with regard to the Risk Management Maturity Model and the KPI I7.2;

- Participate to risk Community of Practices (CoP) and other risk related meetings/events;
- Provide Reports on risks to Corporate, Programme Level and External and in particular assist PM/DPM during Director's Risk Review;
- Provide the Programme Division staff with advice pertaining to risk matters.

Moreover, they will act as Deputy Finance & Contract Officer 1 (FCO 1) giving support to the FCO 1 in the Operational Budget management:

- Defining and Managing the Operational Budget, Midterms estimates and Forecast of outturn;
- Propose and manage the Call For Funds (CFF) process in coordination with the Finance Division and the Nation;
- Manage and monitor the contractual commitments to ensure consistency with the financial ceilings;
- Track Letters of Mandate received from the Participating State from which he is a national and update the relevant annexes of the Programme Decisions (ProgDs) accordingly, ensuring that the Nation formal commitment with the corresponding funds and that such funds can be duly implemented within the relevant contracts;
- Monitor available provisions across the FREMM, HRZ MLU and TLSM2 programmes, including the tracking of their allocation and utilisation;
- Check invoice and manage the relevant payments;
- Prepare the Board and Auditors Audits and manage the relevant recommendations;
- Manage the ERP software in order to maintain always updated the Programme financial database;
- Prepare reports, financial analysis, summary of forecast as required by OCCAR financial rules.

If necessary, take temporary additional tasks concerning:

- common activities as required, jointly by the Programme Manager and the Deputy HRZ-MLU Programme Manager (DPM);
- activities relevant to the Participating State from which they are a national, as required by the PM or DPM (the one who is also a national from the Participating state).

In this framework the post holder is tasked as Focal Point in Paris for matters related to ILS/ISS and Combat System, and they will support the PM/DPM for the whole Contractual and Technical Activities in the following Design Areas and Systems:

- Anti-submarine warfare;

- Anti-air warfare;
- Anti-surface warfare;
- Communications;
- Combat Management System;
- Electronic Warfare;
- Internal Networking System;
- Navigation.

and the following design transversal aspects and contractual activities:

- C/S Physical Integration (CSPI);
- C/S Functional Integration;
- Security;
- Electro Magnetic Engineering (EME) and TEMPEST regulation.

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** 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** Technical competencies, proven experience and deep knowledge of all what is listed in the area of their duties and responsibilities, with extensive

demonstrable knowledge and experience within the field of naval defence procurement;

- ES 2** Wide knowledge in risk management theory and processes;
- ES 3** Basic knowledge in the budget and cash financial management activities of International or National Programmes including budgeting and forecasting; knowledge of public sector financial accounting principles;
- ES 4** A comprehensive working knowledge of Configuration Management Processes and national policies and practices, with specific focus on the management of technical requirements and their configuration control;
- ES 5** Onboard experience as Combat System Engineer Officer or Chief Engineer Officer.

4.2 Desirable:

- DS 1** Experience in international co-operation activities and intercultural relationships; and Experience in drafting/negotiating of international agreements/arrangements;
- DS 2** Former experience in the National Navy General Staff/ Naval Armament Directorate or equivalent Navy Central Offices;
- DS 3** Working experience in risk management gained in defence programmes or in defence related organisations on a comparable level of seniority;
- DS 4** Broad experience in contract technical management, trials/testing and acceptance of technically complex deliverables;

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 Master of Science in Engineering (Electronic/Telecommunication or Naval Architecture/Engineering)² with several years of experience in the activities directly related to the prescribed tasks (mandatory).

¹ The language levels can be found on the OCCAR website, www.occar.int Careers / Applying.

² It is a University degree of five or six year second cycle (master's) degree (300 or 360 ECTS)

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:

Mr. Lorenzo Raciti (Programme Manager)

Email: Lorenzo.raciti@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>.



VACANCY NOTICE	
Post	AI10 – RISK, PLANNING & CONFIGURATION OFFICER
Grade	A3
Division	U212 NFS Programme Division
Section	N/A
Management of Staff	0
Location	Rome, IT
Initial Contract Duration	3 years
Closing Date for Applications	08 July 2026
Start Date	01 October 2026
Interview Date	Week commencing on 03 August 2026

1. Background

OCCAR-EA manages the U212 Near Future Submarine (U212 NFS) Programme on behalf of the Italian Participating State (PS). The Programme scope includes the Development, Production and Initial In-Service Support (10-years of support for each submarine including spare parts) phases for four U212 NFS submarines, the development of the new

submarine training center (Submarine Combat Training Team and Submarine Control Simulator) as well the design and development of a Lithium Battery System.

The U212 NFS Programme Division is located in Rome (Italy) with a satellite in La Spezia (Italy). This post is based in Rome.

2. Duties and Responsibilities

The post holder shall be directly responsible for all the Risk, Planning and Configuration matters and will report directly to the U212 NFS PM.

The post holder will be responsible for:

- Risk Management;
- Planning of the activities related to the contract;
- Configuration of the contract; responsible for the ECP (Engineering Change Proposal), ECR (Engineering Change Request), Deviations and Waivers management including their contractual implementation.

As far as **Risk Management** is concerned, they will:

- define and maintain the U212 NFS PD Risk Management Plan in accordance with the OCCAR policies, IP 111 and regulations stemming from the Programme Manager directives;
- coordinate the Programme Risk activities in liaison with Central Office;
- establish and maintain a risk register, using OCCAR tool, interacting with Industry, stakeholders and the Programme Division in order to identify, analyse, respond to, monitor and review all potential risks which could affect the Programme;
- inform the PM about any new development or significant changes to risk management;
- provide the PM with recommendations and status of risks and relevant response/fall-back plans;
- support the Risk Owners in risk management activities, such as migration of live risks into a database/risk register, and facilitating the risk workshops;
- organize periodical PD internal meetings, preparing all relevant documents for matters pertaining to Risk Management;
- provide the Programme Division staff with advice pertaining to risk matters;
- promote Risk Management towards their counterparts (customer and contractors);
- promote the improvement and assess PD Risk Management Maturity;
- contribute to the overall OCCAR-EA process improvement.

As far as the **Planning** activities are concerned, the post holder shall:

- prepare and update the U212 NFS Programme Management Plan,
- elaborate and manage the Programme Division planning;
- assess the Industrial planning (Reference, Master, Detailed and recovery).

As far as the **Configuration Management** activities are concerned, the post holder shall:

- define and maintain the U212 NFS PD Configuration Management Plan in accordance with the OCCAR policies and regulations;
- manage the contractual configuration activities in accordance with the OCCAR policy and regulations;
- coordinate the analysis of the industry configuration management plan containing all necessary data for characterizing the specific configuration process;
- check the correct application of the procedures during the evolution of the programme for what concerns risk management and engineering changes to be implemented;
- coordinate the validation of the list of deliveries;
- coordinate Engineering Change Proposal processing;
- act as Configuration Control Board secretary;
- assess Industry Configuration Management Plan;
- monitor Industry Configuration Management process.

As far as the other transversal activities are concerned, they will participate to them, consistently with the responsible post-holders, for the part dealing with areas of their competence.

As needed and directed by the PM, the post holder shall act as a focal point within the PD, for any matter/issue of interest within their area of competence.

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** 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** Proven experience in managing risks assessment processes and methodologies within complex programmes, including identification, analysis, prioritization, and mitigation of risks across multiple workstreams.
- ES 2** Demonstrated, in-depth knowledge of Programme Management and Systems Engineering methodologies and procedures.
- ES 3** Comprehensive working knowledge of Configuration Management processes applied to Defence programmes;
- ES 4** Technical competencies and thorough knowledge of all transversal activities listed in the area of duties and responsibilities;
- ES 5** Sound knowledge of procurement and in-service support structures within Armed Forces General Staffs and Armament Directorates, and the National Armament Directorate.

4.2 Desirable:

- DS 1** Demonstrated involvement in procurement or in-service support activities within the National Navy General Staff and/or the National Armament Directorate, with specific experience in submarine procurement field;
- DS 2** Experience in international programmes, co-operation activities and intercultural relationships;
- DS 3** Knowledge of other Defence related structures and organisations;
- DS 4** Working experience in complex programmes interfacing with the defence industrial counterpart, particularly Project Management Teams;
- DS 5** Proven experience of working with the customer governmental official technical and/or operational experts.

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 (or equivalent educational level qualification) with at least five years of experience in the activities directly related to the prescribed tasks.

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:

Decio TRINCA (U212 NFS Programme Manager)

Email: decio.trinca@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.



VACANCY NOTICE	
Post	B635 – FINANCE ASSISTANT 1
Grade	B6
Division	FSAF-PAAMS Programme Division
Section	Commercial Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	24 June 2026
Start Date	To be confirmed (expected Contract Start Date 01 August or 01 September 2026)
Interview Date	Week commencing on 20 July 2026

1. Background

The scope of the FSAF-PAAMS Programme is:

- The definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:
 - Surface-to-Air Anti-Missile system (SAAM);

- Surface-to-Air Medium Range Land system (SAMP/T);
- The ammunition production and in service support of Principal Anti Air Missile System (PAAMS);
- The In-Service Support (ISS) of FSAF systems, PAAMS systems (EMPAR and common sub systems with SAMPSON version) and Long Range Radar (LRR), including ammunition and training & support equipment;
- The Capability Sustainment & Enhancement of ammunitions and associated systems.

The management of the FSAF-PAAMS Programme is aimed at optimising the use of as many common elements as possible and considers the potential to extend the capabilities of the systems.

The Programme Division is based in Paris, France. It is composed of more than 30 Staff Members from Italy, France and the UK. Due to the increase of Nations requirements, it is planned to be expanded.

2. Duties and Responsibilities

The Finance Assistant 1 will report to the Commercial & Finance Section Leader and support the Finance Officer.

The post holder will:

- Apply the financial principles and rules of OCCAR (OMP10) and follow guidance provided by the Finance Division, with the aim of ensuring an efficient and effective standardised financial management;
- Enter contract payment and price revision data in the Corporate Enterprise Resource Planning (ERP) system (MS Dynamics AX based);
- Maintain and ensure the consistency, the reliability, the comprehensiveness and the accuracy of all financial data in the Corporate ERP system for the Programme;
- Check, record and process invoices received from suppliers for payment in accordance with OCCAR procedures;
- Calculate value of contractual penalties for late delivery payable by industry;
- Cross check contract milestone data to ensure alignment between OCCAR accounting system and other database (MS Access);
- Prepare the payments by checking the invoices and entering properly all relevant data into the Corporate ERP system after Programme Manager's validation (if not delegated) in order to ensure a payment by OCCAR Finance Division on a timely manner for operational and administrative activities; Support the Programme Finance Officer of the Division in respect of budgeting, forecasting and accounting activities including:

- Preparing the annual Operational and Carry-Over Budgets;
- Preparing the Forecast of Outturn and Cash Forecasts for the annual budgets;
- Informing on the status of the cash balance and alerting in a timely manner in order to issue Call for Funds for Operational Budgets;
- Preparing the Call for Funds for the Operational Budgets, and subsequent monitoring of the receipt of Contributions from Nations.

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** Sound knowledge and experience of invoice processing;
- ES 2** Experience in preparing budgets and budget forecasts;
- ES 3** Experience in financial monitoring of contractual milestones;
- ES 4** Thorough experience in applying MS Excel (advanced level);
- ES 5** Ability to meet strict deadlines whilst assuring maximum accuracy.

4.2 Desirable:

- DS 1** Experience in calculation of variation of price;
- DS 2** Experience in calculation of contractual penalties;
- DS 3** Knowledge and experience of using bespoke financial software tools;

DS 4 Knowledge of contractual matters including handling of penalties;

DS 5 Experience in an international organisation, or awareness of other defence related structures and organisations outside of own nation.

5. Language Requirements

- UPPER INTERMEDIATE level¹ of ENGLISH both oral and written.
- Knowledge of Italian or French language is desirable.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

6. Qualifications

Higher secondary education plus practical experience in the activities directly related to the tasks prescribed is highly desirable.

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:

Francis CELESTE (FSAF-PAAMS Programme Manager)

Email: francis.celeste@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.