

STATO MAGGIORE DELLA DIFESA

I Reparto Personale

Allegati: 1 (uno).
Annessi: 1 (uno).

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OGGETTO: Ricerca di personale per una posizione a “*status* internazionale” presso l’Organismo Congiunto per la Cooperazione in materia di Armamento, sede di BONN (DEU).

A ELENCO INDIRIZZI IN ALLEGATO

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Rif. f. prot. n. M_D ABBE6E3 0098260 in data 11 dicembre 2025 di DNA I Rep. (non a UG).

Seguito:

- a. f. prot. n. M_D A0D32CC 0010107 in data 18 gennaio 2025;
- b. f. prot. n. M_D A0D32CC 0125694 in data 3 luglio 2025.

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1. L’Agenzia in titolo ha indetto la ricerca di personale¹ per il ripianamento della posizione a “*status* internazionale” a concorso tra le Nazioni n. B007 “*Finance & Accounting Services (FAS) Finance Assistant 1*”², di grado B5 (Mar. – Mar.Ca.), presso la *Finance Division* dell’Organismo Congiunto per la Cooperazione in materia di Armamento (OCCAR), nella sede di BONN (DEU), già valutata di interesse con il foglio posto a seguito “a.”.
2. La durata del mandato è di 3 anni con inquadramento giuridico-amministrativo ai sensi della legge n. 1114/1962 e oneri a carico dell’Agenzia.
3. Le proposte d’impiego dovranno pervenire allo Stato Maggiore della Difesa, esclusivamente da codesti Organi d’impiego, entro il 19 gennaio 2026, corredate delle schede biografiche in lingua italiana e dell’OCCAR *Application Form* (IP45-03 *Issue* 5)³, complete della sottonotata 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 PDF non editabile e 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 la *vacancy notice* della posizione, 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 citata *vacancy notice*, 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 Già diramata con il foglio a seguito “b.”.

³ 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	<u>SEDE</u>
	DIREZIONE PER L'IMPIEGO DEL PERSONALE MILITARE DELLA MARINA	<u>ROMA</u>
	DIREZIONE PER L'IMPIEGO DEL PERSONALE MILITARE DELL'AERONAUTICA	<u>ROMA</u>
e, per conoscenza,	DIREZIONE NAZIONALE DEGLI ARMAMENTI I Reparto – Politica Industriale e Relazioni Internazionali	<u>ROMA</u>



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	B007 - FINANCE & ACCOUNTING SERVICES (FAS) FINANCE ASSISTANT 1
Nationality	Vacancy is only open to nationals of an OCCAR Member State: Belgium, France, Germany, Italy, Spain and the United Kingdom.
Grade, Step, Salary	Grade B5, Step 1 We offer an excellent compensation package. Find out more on our remuneration webpage
Division	Finance Division
Section	Finance & Accounting Services (FAS) Section
Management of Staff	0
Location	Bonn, DE
<u>Initial Contract Duration</u>	3 years
Closing Date for Applications	04/02/2026
Start Date	01 May 2026
Interview Date	Week commencing on 09 March 2026

1. **Background**

The Finance & Accounting Services (FAS) Section is responsible for supervising that all OCCAR-EA transactions are properly accounted for and for the integrity of the OCCAR-EA accounting system for both Administrative and Operational domains. This includes the processing of all OCCAR-EA claims for payments, bank reconciliations and the production of annual financial statements.

2. **Duties and Responsibilities**

The Finance & Accounting Services (FAS) Finance Assistant 1 reports to the FAS Section Leader and is responsible for payment of all claims for payment, for invoices related to Operational Programme payments and Administrative payments (such as day to day running costs, salaries, emoluments and travel expenses).

In particular, they will:

- Control that the financial data relating to all requests for payments (such as vendor name, bank account details, net and VAT amounts) has been posted correctly in the accounting system;
- Check that the requests for payments have been authorised by personnel with the correct letter of delegation;
- Act as first authorised signatory for all types of payments (standard, manual and foreign currency) and initiate the payment process, using a dedicated banking software;
- Liaise accordingly with the Management Accounting and Funds Section about the availability of budgets and funds;
- Assist in the preparation of annual Financial Statements for the Administrative and Operational sections;
- Complete periodically, at least monthly bank reconciliations;
- Prepare and submit VAT reimbursements by sending periodical claims to the relevant nations and support the reconciliation exercise for VAT;
- Provide cover, as necessary, for the other FAS Assistants;
- Provide ad hoc administration support to Finance Division.

2.1 Statement of Awareness linked to the post

The FAS Assistant 1 needs to be aware that the organisational structures for Central Office and Finance Division may change during their tenure.

We are looking for a flexible, highly motivated, proactive individual with excellent organisational and communication skills with a can-do attitude.

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** Proven experience in similar financial activities, obtained preferably in the field of defence procurement in the OCCAR Nations, or in other international organisations;
- ES 2** Proven experience with a computer-based resource planning tool or finance system (SAP, Microsoft Dynamics, Oracle or others);
- ES 3** To be adaptable and to perform under pressure and to tight deadlines;
- ES 4** Thorough experience using MS Excel and Word.

4.2 Desirable:

- DS 1** Previous experience in international financial management;
- DS 2** Awareness of other financial processes such as Budgeting, Commitment, Banking and cash management; Auditing process and procedures;
- DS 3** Prior experience of having undertaken additional administrative, secretarial and coordination tasks.

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 degree, or higher secondary education, or relevant experience in the activities directly related to the tasks described is highly desirable.

7. Security Clearance

Security clearance at OCCAR Confidential level is required for this post. If not held at the time of application, it needs to be obtained within the first 6 months of employment.

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

8. Applications and Points of Contact

Applicants wishing to apply for this Post should email the completed application and supporting documentation to: application@occar.int

For further information regarding this post please send your inquiry to the same email address.

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>.