

STATO MAGGIORE DELLA DIFESA

I Reparto Personale

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

00187 Roma
PdC: Ten.Col. COSTA 2.2157
e-mail: primo.impiego2s@smd.difesa.it

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

A ELENCO INDIRIZZI IN ALLEGATO “A”

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Riferimento:

- a. f. prot. n. M_D ABBE6E3 0108810 in data 19 dicembre 2025 di DNA I Rep. (non a tutti);
- b. f. prot. n. M_D ABBE6E3 0008370 in data 22 gennaio 2026 di DNA I Rep. (non a tutti);
- c. f. prot. n. M_D ABBE6E3 0008372 in data 22 gennaio 2026 di DNA I Rep. (non a tutti).

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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* 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 *vacancy notice* 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	<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,		
	MINISTERO DELLA DIFESA Gabinetto del Ministro	<u>ROMA</u>
	DIREZIONE NAZIONALE DEGLI ARMAMENTI I Reparto – Politica Industriale e Relazioni Internazionali	<u>ROMA</u>

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 TERMINI MANDATO	DATI RELATIVI AL MANDATO		F.A. INTERESSATA	TIPO DI POSIZIONE	SCADENZA PRESENTAZIONE CANDIDATURE			data intervista a partire dal
					DURATA	INIZIO			SMD - I Reparto	DNA - I Reparto	OCCAR	
Finance Division	BONN (DEU)	A081 "Management Accounting & Funds (MAF) Finance Officer 4"	A2 (Cap./T.V.)	///	3 ANNI	01-ago-26	EMA	Status internazionale a concorso tra le Nazioni (trattamento giuridico- amministrativo ai sensi della L. n. 1114/1962)	2-apr-26	9-apr-26	16-apr-26	18-mag-26
Finance Division	BONN (DEU)	B044 "Finance & Accounting Services (FAS) Finance Assistant 4"	B5 (Mar./Mar.Ca. e gradi equivalenti)	///		01-lug-26		Status internazionale a concorso tra le Nazioni (trattamento giuridico- amministrativo ai sensi della L. n. 1114/1962)	9-mar-26	18-mar-26	25-mar-26	20-apr-26



VACANCY NOTICE	
Post	A081 - MANAGEMENT ACCOUNTING & FUNDS (MAF) FINANCE OFFICER 4
Grade	A2
Division	Finance Division
Section	Management Accounting & Funds (MAF) Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	16 April 2026
Start Date	01 August 2026
Interview Date	Week commencing on 18 May 2026

1. Background

The Management Accounting & Funds (MAF) Section is part of OCCAR's Central Office Finance Division (FD) and is responsible for an integral element of the financial management of OCCAR-EA with reference to budgets, financial planning, commitments,

call for funds of Programmes as well as overall corporate management of OCCAR's financial operations, policies, procedures and processes.

Due to the continuous integration of new programmes, the tasks and responsibilities assigned to the post may evolve during the mandate.

2. Duties and Responsibilities

The MAF Finance Officer reports directly to the MAF Section Leader (SL) and is responsible for supporting activities for a portfolio of programmes and for the coordination of the financial activities performed on the administrative domain.

Related to the portfolio of programmes, the MAF Finance Officer is responsible for a range of tasks that include (but are not restricted to):

- Analyse and ensure the accuracy of all relevant inputs provided by the Programme Divisions for producing consistent and accurate documentation with regards to the budgeting and reporting activities;
- Provide support to the staffing of Business Cases and reports produced by the Programme Divisions;
- Provide support to the staffing of the Programme Decisions of the Programmes;
- Screen and review the Administrative Financial Plans produced by the Programme Divisions;
- Monitor the day-to-day status of the bank accounts and file bank statements;
- Prepare the year-end reconciliation for the OCCAR-EA Administrative Budgets and ensure the coordination with the Financial Accounting and Services section of the Finance Division;
- Check the consistency and accuracy of the OCCAR-EA accounting system and other relevant IT tools in order to perform duties.

Related to the coordination of the financial activities performed on the administrative domain, the MAF Finance Officer is responsible for a range of tasks that include (but are not restricted to):

- Prepare and organise the budgeting processes for the OCCAR-EA Aggregated Administrative Budgets and the in-year reports (forecast and final outturn reports, reconciliation report);
- Manage the Call for Funds (CFF) processes (issuing and accounting), the booking of the contributions received (accounting) for Administrative Budgets and provide answers to Nation's questions;
- Ensure reports hold up-to-date, accurate and standardised financial information in line with the internal procedures.

For Finance Division and OCCAR, the MAF Finance Officer is responsible for a range of tasks that include (but are not restricted to):

- Support Finance Officers by providing financial training;
- Support the new ERP project implementation;
- Provide support to the MAF SL in drafting financial policy papers in particular the guidance documents and instructions for the budget preparation;
- Support the audit process related to MAF section activities;
- Undertake other related financial duties and tasks as required by the MAF SL including cover for the other MAF FOs/FA.

2.1 Statement of Awareness linked to the post

The MAF Finance Officer 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** 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** Advanced knowledge and proven experience in the budget and cash financial management activities of International or National Programmes, obtained preferably in the field of Defence acquisition in the OCCAR Nations;
- ES 2** Excellent analytical skills and strong attention to detail when preparing and checking spreadsheets and calculations including good working knowledge of MS Office software especially MS Excel to compile and present complex and diverse data;
- ES 3** Previous experience in using financial software/ERP tools (the OCCAR system is Dynamics 365 customised software);
- ES 4** The ability to perform under pressure and to manage tight deadlines;
- ES 5** The ability to assume responsibility, demonstrate proactive engagement, and anticipate forthcoming tasks and activities.

4.2 Desirable:

- DS 1** Experience of working in a multinational, project management environment;
- DS 2** Experience of office administration and the drafting of papers, letters, documents or preparing financial presentations;
- DS 3** Knowledge of IPSAS and/or experience in preparation of financial statements;
- DS 4** Experience of financial auditing processes and procedures.

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.

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

6. Qualifications

A higher secondary education or equivalent 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.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Nathalie GIRAUDEAU (MAF Section Leader)

Email: nathalie.giraudeau@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	B044 - FINANCE & ACCOUNTING SERVICES (FAS) FINANCE ASSISTANT 4
Grade	B5
Division	Finance Division
Section	Finance & Accounting Services (FAS) Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	25 March 2026
Start Date	01 July 2026
Interview Date	Week commencing on 20 April 2026

1. Background

The Finance & Accounting Services (FAS) Section is responsible for supervising that all OCCAR-EA financial 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 and the production of annual Financial Statements and Programme Financial Management Reports.

2. Duties and Responsibilities

The Finance & Accounting Services (FAS) Finance Assistant 4 reports to the FAS Section Leader and is responsible for the processing of all requests for payment, for invoices related to Operational and Administrative budgets (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 ensuring all issues investigated are resolved in a timely manner;
- 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 FAS Assistants 1, 2 and 3;
- Provide ad hoc administration support to Finance Division.

2.1 Statement of Awareness linked to the post

The FAS Assistant 4 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** Comprehensive experience using MS Excel and Word.

4.2 Desirable:

- DS 1** Previous experience in international financial management is desirable;
- DS 2** Awareness of other financial processes such as Budgeting, Commitment, Banking and cash management, Auditing process and procedures;
- DS 3** Ability to perform administrative/secretarial/coordination tasks.

5. Language Requirements

- ADVANCED¹ level 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 higher secondary education, a degree 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.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Carlos BESO GOMEZ-APARICI (FAS Section Leader)

Email: carlos.beso@occar.int

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

OCCAR Privacy Statement:

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