

STATO MAGGIORE DELLA DIFESA

I Reparto Personale

Allegati: 2 (due).
Annessi: 6 (sei).

00187 Roma
PdC:Ten.Col. COSTA 2.2773
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 (OCCAR).

A ELENCO INDIRIZZI IN ALLEGATO “A”

^^^ ^^ ^^^

Riferimento:

- a. f. prot. n. M_D ABBE6E3 0010308 in data 29 gennaio 2026 di DNA I Rep. (non a UG);
- b. f. prot. n. M_D ABBE6E3 0010309 in data 29 gennaio 2026 di DNA I Rep. (non a UG);
- c. f. prot. n. M_D ABBE6E3 0010310 in data 29 gennaio 2026 di DNA I Rep. (non a UG);
- d. f. prot. n. M_D ABBE6E3 0010311 in data 29 gennaio 2026 di DNA I Rep. (non a UG);
- e. f. prot. n. M_D ABBE6E3 0010312 in data 29 gennaio 2026 di DNA I Rep. (non a UG);
- f. f. prot. n. M_D ABBE6E3 0010313 in data 29 gennaio 2026 di DNA I Rep. (non a UG).

Seguito:

- a. f. prot. n. M_D A0D32CC 0250797 in data 22 novembre 2024 (non a tutti);
- b. 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 di 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	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 – EA (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
					DURATA	INIZIO			SMD - I Reparto	DNA - I Reparto	OCCAR	
OCCAR -EA Directorate <i>Security Office</i>	BONN (DEU)	A055 "Information Security Manager"	A3 (Magg. e gradi corrispondenti)			1° ottobre 2026	EMA	<i>Status internazionale a concorso tra le Nazioni</i>	29 aprile 2026	13 maggio 2026	20 maggio 2026	6 luglio 2026
FSAF-PAAMS Programme Division <i>Technical Section</i>	PARIGI (FRA)	A642 "Munitions Officer"	A3 (Magg. / CC)	C.F. (MM) Andrea RICCARDINO --- 31 luglio 2026		1° agosto 2026	EI/MM		26 marzo 2026	9 aprile 2026	16 aprile 2026	12 maggio 2026
Information Division <i>Information and Communication Technology Section</i>	BONN (DEU)	B046 "ICT System Administrator/Azure Infrastructure Specialist"	B6 (Mar.Ca. + 1° Lgt. e gradi corrispondenti)	//		1° luglio 2026	EMA		11 marzo 2026	24 marzo 2026	31 marzo 2026	27 aprile 2026
OCCAR -EA Directorate	BONN (DEU)	B043 "Directorate Assistant 2"	B5 (Mar. + Mar.Ord. e gradi corrispondenti)	//		1° luglio 2026	EMA		11 marzo 2026	25 marzo 2026	1 aprile 2026	4 maggio 2026
Information Division <i>Information Management Section</i>	BONN (DEU)	B022 "Senior Information Management Assistant 2"	B6 (Mar.Ca. + 1° Lgt. e gradi corrispondenti)	//		1° settembre 2026	EMA		24 marzo 2026	7 aprile 2026	14 aprile 2026	18 maggio 2026
HORIZON Programme Division <i>Management Section</i>	PARIGI (FRA)	B801 "Management Assistant 1"	B6 (C°.1^ Cl. + 1° Lgt.)	2° Ca. Aiut. Piero PERILLI --- 31/07/2026		1° agosto 2026	MM		A Status internazionale assegnata alla Nazione	9 aprile 2026	23 aprile 2026	30 aprile 2026



VACANCY NOTICE	
Post	A055 - INFORMATION SECURITY MANAGER
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	20 May 2026
Start Date	01 October 2026
Interview Date	Week commencing on 06 July 2026

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.

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

2. Duties and Responsibilities

The Information Security Manager (ISM) is responsible for the development and ongoing review of OCCAR Communication and Information Systems (CIS) Security policies and processes; accreditation of ICT systems, supporting the Information Division in the identification, mitigation, mediation and management of CIS Security risks and vulnerabilities associated with OCCAR-EA CIS; providing advice to OCCAR-EA leadership regarding CIS security issues and topics; and support OCCAR Programmes directly in the same field of expertise. The main focus of the ISM is on the protection of classified information.

The ISM works closely the with the Information Division and the ICT Security Support Engineer in particular, in the definition and execution of appropriate accreditation and Information Security-related risk management strategies for OCCAR-EA CIS, taking particular responsibility for the coordination of any personnel, physical and procedural security measures necessary to counter related threats to information and systems associated with aspects by identified through structured risk management methodology and processes.

In particular, they will:

- Develop and maintain Information Security policies and respective procedures to manage CIS Security risks accordingly;
- Advise Central Office and Programme Divisions regarding Information Security related policy, and support them if Information Security risk-related issues that may arise;
- Support the Information Division in the identification and mitigation of CIS Security risks within or relating to OCCAR-EA systems, and connection to external parties and systems;
- Coordinate Information Security and CIS Security related issues involving third parties;
- Being in lead of the accreditation and continuous re-accreditation of OCCAR-EA CIS systems;

- Coordinate the security monitoring of OCCAR CIS to detect Information Security and cyber threats;
- Investigate CIS Security violations and incidents within OCCAR-EA and support Security Section Leader (SSL) in reporting and impact analysis;
- Management of ICT security incidents within OCCAR and support to Programme, Participating Nations and Industry on OCCAR ICT security matters;
- Support SSL in conducting Information Security training and education of OCCAR personnel;
- Conduct regular phishing-simulation campaigns as well as needs-oriented training to increase the security awareness of OCCAR staff;
- Leading the Expert Working Group of national CIS Security Experts as established by the Security Committee and Future Tasks and Policy Committee;
- Liaise with national CIS Security Authority or other International Organisations in the same field of expertise.

Related to these activities, the ISM will report to the SSL, who is reporting to the Deputy Director while keeping a functional line to the Director of OCCAR-EA in urgent information security matters.

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** Sound knowledge of, and recent experience in, actively leading or significantly contributing to the development and implementation of policies and procedures relating to Information, CIS and Cyber Security within an international organisation (e.g., NATO, EU or equivalent);
- ES 2** Sound knowledge of, and recent experience in, performing CIS Security risk management tasks in complex, inter-networked CIS environments, including demonstrating the ability to analyse and assess CIS security-related issues;
- ES 3** Sound knowledge of, and practical experience in, planning or leading the accreditation of complex inter-networked CIS infrastructure with a comprehensive understanding of the physical, personnel, technical and procedural security aspects;
- ES 4** Sound knowledge of relevant security policies and procedures governing the protection of classified information of one or more OCCAR Member States as well as of international organisations such as NATO or the EU;
- ES 5** Sound knowledge of, and practical experience with, modern cryptographic principles and technologies, including symmetric and asymmetric encryption, key-management practices, digital signatures and secure communication protocols and their application in securing complex inter-networked CIS environments.

4.2 **Desirable:**

- DS 1** Training, certifications or practical experience related Information Security Management System (ISMS) preferably in accordance with ISO/IEC 27001 or a comparable international standard;
- DS 2** Experience in direct collaboration with national CIS Security Authorities, including those of foreign nations;
- DS 3** Experience working with government-approved cryptographic systems and Public Key Infrastructure (PKI) solutions;
- DS 4** Experience with security incident management processes and tools, including participation in incident response activities, investigations or coordination with national/international Computer Emergency Response Teams (CERTs/CSIRTs).

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-level education (or equivalent qualification) along with long-standing experience in the activities directly related to the tasks described is highly desirable.

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:

Daniele BODDI (Security Section Leader)

Email: daniele.boddi@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	A642 - MUNITIONS OFFICER
Grade	A3
Division	FSAF-PAAMS Programme Division
Section	Technical Section
Management of Staff	0
Location	Paris, France
Initial Contract Duration	3 years
Closing Date for Applications	16 April 2026
Start Date	01 August 2026
Interview Date	Week commencing on 12 May 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), concerning the following systems:
 - Surface-to-Air Anti-Missile Systems for France (SAAM-FR) and Italy (SAAM-IT);
 - Surface-to-Air Medium Range Land system (SAMP/T) for France and Italy;
- The Definition, Development, Production and In-Service Support of the Principal Anti Air Missile System based on EMPAR radar (PAAMS-E) for France and Italy, including the “naval system common items” with UK (“C2 core” and VLS) and Long-Range Radar (LRR);
- The Aster ammunition MLU Production and In Service Support for France, Italy and UK;
- The capability Sustainment & Enhancement of Aster 30 ammunitions (Block-1 NT) and associated systems for France and Italy.

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 in cooperation.

2. **Duties and Responsibilities**

Within the Technical Section, the Munitions Officer will report to the Ammunition & Launchers Sub-Section Leader for daily activities. They will be responsible for the Aster B1NT development, qualification, and production and the Aster Mid-Life-Update (MLU) related tasks in national premises (UK, IT and FR), including the new telemetry equipment (CTME NT). In addition, the munitions officer will be responsible for the following of the current Aster technical facts treatment and configuration management.

The post holder will:

- Support the Ammunition & Launchers Sub-Section and Technical Section Leader for the definition, monitoring and control of all Aster B1NT, CTME NT and Aster Mid-Life-Update development/production activities.
- Manage the internal and external objectives of the Projects and manage the industry, national experts and governmental bodies’ stakeholders efficiently.
- Be responsible for the established technical and operational requirements, the time scale and costs, as well as the logistics, delivery, quality and configuration control requirements;
- Verify the performance achieved against the contractual requirements and the simulation of impacts;
- Interact with all other Sections and co-ordinators of the PD, in particular with the ground (SAMP/T NG) and naval system (PAAMS) coordinators for all the munition aspects at system level;
- Contribute to the preparation/negotiation of contract amendments (SoW, T&Cs);
- Prepare meetings and all relevant documents, as required, for all aspects regarding technical requirement and contractual performance specifications;

- Provide advice on technical events relating to the Aster B1NT, CTME NT and MLU programmes and current ASTER 15/30 family;
- Provide advice on proposed Aster B1NT, CTME NT and MLU modifications, verifying, in coordination with the relevant PD section's staff members, any major event;
- Monitor the trials, contributing to the preparation and direction of the organisation for "qualification processes", in co-operation with other PD sections and the relationship between FSAF-PAAMS PD and national organisations concerning qualification activities;
- Review and advise for the approval of deliverables and equipment;
- Manage Obsolescence relating to Aster 30 B1NT, CMTE and MLU programmes and current Aster 15/30 family;
- Contribute to the management of the production process and control methods, management of the production cycle and costs, whilst managing the National requirements and proposing corrective measures necessary in case of increased costs;
- Contribute to the management of the Expert Working Groups (Captive Flights, Seeker tests, Electro-Magnetic Compatibility tests, Firing Range trials, etc.) as directed by line management and the preparation of technical reports;
- Support the Sub-Section Leader in all activities concerning the Section, carrying out all necessary actions to ensure the smooth running of the programme;
- Support the organisation of the exercise firings in the National firing ranges, including the munition telemetry preparation;
- Support ILS/ISS Section, including the managing of the Ammunition Technical Fact Working Group meeting and the Ammunition retrofits;
- Perform temporary additional tasks if demanded by the PM.

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** Excellent knowledge of missile functions (navigation, control, guidance, data-link, telemetry, acceleration, propulsion, lethality, etc.);
- ES 2** Sound knowledge in missile seeker, electronic/pyrotechnic equipment and missile production;
- ES 3** Proven experience of Programme Management and Project Delivery (qualification, acceptance, waiver, deviation, etc);
- ES 4** Proven experience in dealing with technical negotiations of complex defence contracts;
- ES 5** Good knowledge of Configuration and Quality Management procedures.

4.2 Desirable:

- DS 1** Previous experience of technical munition activities (simulations, ECPs and Technical Facts management, etc);
- DS 2** Previous experience on operational-logistic stockpile management (maintenance, storage, transportation, etc.);
- DS 3** Previous experience of working with or in other Defence international organisations;
- DS 4** Sound knowledge in the missile simulation process and tools;
- DS 5** Good knowledge in Risk Management.

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 in the activities directly related to the prescribed tasks is mandatory.

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

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:

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>.



VACANCY NOTICE	
Post	B046 - ICT SYSTEM ADMINISTRATOR / AZURE INFRASTRUCTURE SPECIALIST
Grade	B6
Division	Information Division
Section	Information and Communication Technology Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	31 March 2026
Start Date	01 July 2026
Interview Date	Week commencing on 27 April 2026

1. Background

The Information Division (ID) is responsible for providing services related to Information and Communication Technology (ICT) and Information Management (InfoMgmt) to support and enable the Programme Divisions and the Central Office to carry out the core activities of OCCAR-EA efficiently and effectively.

This includes all matters relating to ICT and Information Management, including the management of IT infrastructure, cybersecurity, data protection, digital communication systems, collaboration tools, software applications, knowledge management, data governance, and ensuring the secure and compliant handling of all information across OCCAR-EA.

The ID comprises the ICT and IM Sections. The ICT Section is responsible for:

- Defining and implementing ICT policies and plans in support of OCCAR-EA, under the direction and guidance of the Head of Division, and in line with the broader OCCAR-EA Information Management Concept and overall OCCAR-EA strategy;
- End-to-end ownership of the acquisition, deployment, maintenance, cyber-security and configuration management of the entire OCCAR-EA ICT infrastructure and services, encompassing client devices, networking components, server environments, databases and corporate applications on premises and throughout all OCCAR sites;
- Overseeing the technical aspects of ICT support contracts and monitoring contractor performance to ensure service quality and compliance.

2. Duties and Responsibilities

The ICT System Administrator / Azure Infrastructure Specialist (SA-AIS) for OCCAR Networks, under the responsibility of the ICT Section Leader, supports the Information Systems Administration Manager (SA Manager) in all their tasks.

The SA-AIS provides technical systems administration to all OCCAR-EA ICT Networks through the support to the OCCAR SA Manager. In case of need, the SA-AIS also provides support to the ICT Database Administrator.

The post holder will support OCCAR's SA Manager in the definition of enhancements to the ICT architecture, while maintaining existing solutions, installing new solutions and managing the maintenance and configuration control of the present corporate information infrastructure landscape, which is distributed over several data centres.

The post may require international travel at short notice.

The incumbent is specifically responsible for:

- Supporting the administration of virtualisation, backup, storage, server hardware and software (including installation and configuration of operating systems and devices);
- Supporting the definition, testing and implementation of ICT architecture, under the responsibility of the OCCAR-EA SA Manager;
- Maintaining existing solutions;
- Installing new solutions and ensuring the maintenance and configuration control of the present information system;
- Delivering ICT support to the corporate ICT environment;

- Reacting to incidents from the ICT Service Desk (second level support);
- Supporting the SA Manager in providing the ICT systems for OCCAR-EA Networks;
- Supporting the SA Manager and the Cloud Expert in the design and implementation of Cloud architecture, including landing zones, Policies, Group management, FinOps and cost management;
- Maintaining and supporting the existing ICT system(s);
- Providing proactive monitoring of the systems;
- Administration of hardware and software;
- Supporting the testing and evaluating of hardware and software applications;
- Implementing secure enhancements to the ICT architecture, while maintaining existing solutions, installing new secure solutions under the authority of OCCAR-EA SA Manager;
- Providing technical information to the OCCAR-EA SA Manager;
- Managing, developing and maintaining ICT system documentation;
- Applying and maintaining the patch management (WSUS and VMWare);
- Monitoring, managing, configuring and maintaining SAN systems including SAN switches and mirroring;
- Operating, monitoring and maintaining different solutions for external users access to OCCAR-EA Networks;
- Providing users with technical support, training and documentation.

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** Significant proven experience in multinational environments in the design, delivery, monitoring and advanced support of enterprise Microsoft-based IT infrastructures, including modern Windows Server environments and Microsoft Core Services. Deep hands-on knowledge of Active Directory Domain Services, hybrid identity architectures and enterprise authentication solutions (e.g., ADFS, Entra ID) is required;
- ES 2** Proven knowledge and recent experience in the administration of virtualisation platforms, backup and replication solutions, and SAN / VSAN storage technologies, supporting enterprise-grade and highly available infrastructures;
- ES 3** Proven hands-on experience in the operation of highly available and fault-tolerant enterprise infrastructures, including redundancy mechanisms and backup and recovery solutions; experience in the administration of Public Key Infrastructure (PKI);
- ES 4** Proven Knowledge on Microsoft Cloud (MS Azure) administration skills to support effective Azure Implementation and operations: governance and identity management, creation and scalation of virtual machines, implementing storage solutions, monitoring resources and implementing backup and recovery;
- ES 5** Proven knowledge and experience in contributing to the design and implementation of secure, scalable cloud foundations, including network architectures and controlled access mechanisms and in applying strong security and governance practices; additionally, solid DevOps skills are required to support automated, reliable deployments through CI/CD and infrastructure-as-code.

4.2 Desirable:

- DS 1** Advanced Azure architectural capability to design and implement enterprise-scale Azure Landing Zones through DevOps, including secure VNET architectures with Azure Bastion, and hybrid connectivity (VPN/Express Route), while applying strong security and governance controls. MS Azure Solutions Architect Expert AZ-305;
- DS 2** Proven expertise in cloud cost management services, including the ability to track, analyse, forecast, and optimise spending using native platform tools, implement budgets and alerts, apply cost allocation and tagging strategies, and provide actionable recommendations to ensure financial governance and efficient use of cloud resources;

- DS 3** Proven skills in Azure security (RBAC, Conditional Access, Defender for Cloud, Key Vault) and governance (Azure Policy, Blueprints);
- DS 4** First-hand advanced experience setting-up and managing;
- Windows Server 2012R2 – 2019
 - Windows 10/Windows 11 workstations
 - VMWare vCenter 7 and ESXI 7.0/8.0
 - Veeam Backup and Replication
 - ADDS, DHCP, DNS, GPO, ADFS, DFSR, IIS & WSUS
 - Microsoft Exchange Server 2016 DAG
 - Kemp Load Balancing
 - Sophos UTM
 - iSCSI, SAN, NTFS, RAID & brocade Fabric
 - Networks technology (LAN, WAN, DNS, DHCP) and VoIP; secure communications (VPN);
- DS 5** Proven knowledge on VMWare, Hyper-V and Proxmox virtualisation environments and experience in migration from one to another and/or hybrid virtualised deployments.

5. Language Requirements¹

- ADVANCED 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

Minimum requirements: An education degree in IT equivalent to the European Qualifications Framework level (EQF) 5 with 5 years of proven experience/track record in the activities described above or, an education degree in IT equivalent to the EQF 4 with more than 7 years of proven experience/track record in the activities described above.

Desirable requirements: Any related certification to the requirements above will be considered an asset (e.g., MS-102, AZ-102, AZ-104, AZ-305, AZ-400, AZ-500, Microsoft Certified Solutions Expert, VMware Certified Professional certificates, Veeam Certifications, IBM Certified Specialist- Storage Technical V series etc.).

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 Careers / Applying.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Manuel GOMEZ DE OLEA (ICT Section Leader)

Email: manuel.gomezdeolea@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	B043 - DIRECTORATE ASSISTANT 2
Grade	B5
Division	OCCAR-EA Directorate
Section	-
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	01 April 2026
Start Date	01 July 2026
Interview Date	Week commencing on 04 May 2026

1. Background

The Directorate Office of OCCAR-EA comprises of the Directorate Senior Executive Adviser (DSEA), the Directorate Higher Executive Adviser (DHEA), the Directorate Executive Adviser (DEA) and the Directorate Assistants (DA). Its tasks are to provide effective support to OCCAR-EA top management (Director, Deputy Director and Head of Programmes) in the fields of secretarial and advisory work.

2. Duties and Responsibilities

The Directorate Assistant 2 (DA 2) will provide secretarial and administrative support to the OCCAR-EA Director, the Deputy Director, the Head of Programmes and the Directorate. They will work under the direct supervision of the DEA and will report directly to the DSEA.

In particular, they will:

- Administrative organisation of meetings for the Directorate, including booking of meeting rooms, coordination of visitor permits, communication of catering to the OCCAR Service Provider, booking of restaurants etc;
- In conjunction with DA 1, organise duty travels for the Director, Deputy Director and Head of Programmes and subsequent claims;
- Handle incoming/outgoing telephone calls, web, video and teleconferences;
- Manage correspondence in accordance with the OCCAR-EA Quality Management System procedures;
- Ensure the recording of information for all Directorate, using the Electronic Record Management System (ERMS) (“DocuWare”), and contribute to the assessment and improvement of the system;
- Support Directorate in the collection of statistical data;
- Adjust documents and presentations to the corporate design;
- Maintain contacts listings up-to-date;
- Support the Senior Executives, the DSEA and Directorate as required;
- Maintain the hospitality book with the gifts/invitations presented to the Directorate staff.

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 be able to demonstrate a good working knowledge of MS Office software;
- CS 5** Good team-working skills with ability to establish good working relationships 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, preferably obtained in defence procurement within the OCCAR Nations or other international organisations;
- ES 2** Proven ability to deliver robust solutions in a timely manner, often to tight deadlines;
- ES 3** Experience of carrying out work duties according to a flexible schedule.

4.2 Desirable:

- DS 1** Experience of providing secretarial and administrative support to senior staff at the top management level, preferably supported by respective training;
- DS 2** Experience of organising duty travels and events for senior staff members, including providing administrative support (requests, claims etc), preferably supported by respective training;
- DS 3** Experience in creating forms and templates, and/or in applying corporate design standards to documents, ideally using Microsoft products;
- DS 4** Knowledge of how to apply Microsoft SharePoint and Power Automate in daily work, preferably supported by respective training.

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

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

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:

Torsten HOFMANN (Directorate Senior Executive Adviser)

Email: torsten.hofmann@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	B022 - SENIOR INFORMATION MANAGEMENT ASSISTANT 2
Grade	B6
Division	Information Division
Section	Information Management Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	14 April 2026
Start Date	01 September 2026
Interview Date	Week commencing on 18 May 2026

1. Background

The Information Division (ID) is responsible for providing services related to Information and Communication Technology (ICT) and Information Management (InfoMgmt) to support and enable the Programme Divisions and the Central Office to carry out the core activities of OCCAR-EA efficiently and effectively.

This includes all matters relating to ICT and InfoMgmt, including the management of IT infrastructure, cybersecurity, data protection, digital communication systems, collaboration tools, software applications, knowledge management, data governance, and ensuring the secure and compliant handling of all information across OCCAR-EA.

The Information Management Section sits within the ID and is responsible for the Information and Knowledge management within OCCAR-EA. Providing information and advice to the Head of ID and the Deputy Director in his role as Chief Information Officer and process owner. The role is customer facing internally and externally.

2. Duties and Responsibilities

The Senior Information Management Assistant (SIA), will provide operational support to the management of the Information Section, being tasked with regularly checking of corporate information management systems for efficiency and ensuring that corporate information is adequately protected and segregated throughout the Organisation in accordance with the need-to-know principle.

The SIA provides support on records and archives management to Central Office Divisions. Additionally, the SIA supports and trains the programme divisions on the use of Information Management tools. The SIA reports to the Information Manager (IM) and provides operational support to the Information Officer (IO) on Extranet-related tasks.

In particular, they will:

- Contribute to and support the day-to-day IM section operations for the maintenance, support and administration of corporate information management systems (Electronic Records Management, Extranet and Intranet), and will support the overall management of the Section;
- Support the development and implementation of methodologies and tools for data collection and analysis that contribute to the development of statistical reports on performance of the Programme's Information Management related activities;
- Support the IM in the development, initiation, and execution of innovative projects to enhance and expand the corporate automated systems capabilities and increase their effectiveness;
- Develop and maintain SharePoint sites, libraries, lists, and other content structures, customise SharePoint sites and workflows (e.g., site structures, lists, libraries and permissions) to meet the specific needs of different Programmes and Central Office divisions, and create and manage user permissions and access controls for SharePoint sites and content;
- Provide hands-on support and guidance on the Extranet / Intranet to editors and users;

- Deliver and support user-focused training sessions on information management systems and processes for OCCAR-EA staff members, developing and updating relevant training aids;
- Support the IM with planned enhancements to the corporate information management applications, ways of working and liaison with the suppliers;
- Support the Head of ID and the ID Section Leaders in the administrative management of the Division.

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** Practical experience in the field of Information Management;
- ES 2** Proficiency in managing SharePoint site collections, including list and library configurations, web parts, subsites, etc;
- ES 3** Proven experience in the creation of workflows to digitalise and automate processes;
- ES 4** Proficiency in Electronic Document, Records & Content Management Systems (e.g., Docuware, Drupal, SharePoint, etc.);
- ES 5** Practical experience in supporting and contributing to the implementation of digitalisation initiatives.

4.2 Desirable:

- DS 1** Experience Administrating Microsoft 365 admin centres;
- DS 2** Experience in the development of information management instructions;
- DS 3** Practical experience with the Azure Microsoft cloud environment;
- DS 4** Experience in designing and delivering progressive learning programs and interactive training sessions;
- DS 5** Practical Experience in the operation of Records Registries (registration, mail management, distribution, etc.).

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 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.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Alexander VOELKENING (Information Manager)

Email: alexander.voelkening@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	B801 – MANAGEMENT ASSISTANT 1
Grade	B6
Division	HORIZON Programme Division
Section	Management Section
Management of Staff	0
Location	Paris, FR
Initial Contract Duration	3 years
Closing Date for Applications	30/04/2026
Start Date	01/08/2026
Interview Date	Week commencing on 01/06/2026

1. Background

The HORIZON (HRZ) Programme Division (PD) is in charge of the management of two different Programmes, namely the Hrz 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 (MLU). The FR-IT HORIZON Class is composed of the following 4 vessels:

- 2 French Vessels:
 - Forbin (FOC);
 - Chevalier Paul (FOS 1).
- 2 Italian Vessels:
 - Andrea Doria (FOC 2);
 - Caio Duilio (FOS 2).

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 in the FREMM Programme is expected to be completed and the Horizon PD will only managing the Italian counterpart of the FREMM Programme.

The HRZ PD is located in the Paris area and a Satellite is located in La Spezia (IT).

This post is based in Paris area (FR).

2. Duties and Responsibilities

The post holder shall coordinate the Management Assistant 2 located in Paris and Management Assistant 3 located in La Spezia.

The Management Assistant 1 will report:

- for common activities to the Programme Manager (PM) and the Deputy Programme Manager (DPM);
- for 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);
- to the HORIZON PD Security Officer with respect to the management of classified material.

The post holder will also maintain a close functional link with the:

- Paris site management and Central Office divisions and in particular with the Security Section in order to ensure the promulgation of “Site wide” policies and procedures;
- Italian Embassy for the national correspondence.

The post holder shall provide management/administrative support to the PM and/or the DPM and the Programme Division. In particular they will:

- act as HORIZON PD (Paris Site) ADSO (Adjoint Deputy Security Officer);
- act as ICT Focal Point. The post holder will be the first point of contact in the PD for any software/hardware and Network issues. They shall perform first aid technical Assistance on IT (Information Technology) related issues and liaise with ICT site responsible and Central Office for ICT matters;
- manage documentation held by the PD in accordance with OCCAR-EA security procedures and instructions;
- shall support the Risk Management Officer and the Planning & Reporting Officers in management of the related Software Tools;
- handle incoming and outgoing mail;
- provide administrative support for the PD (according to OMP 10 Art. 7);
- manage duty travel orders and claims issued directly by the Programme Manager and Deputy Programme Manager, and coordinate the management assistants to manage duty travel orders and claims issued by the division staff members;
- answer to incoming enquiries to the Programme Manager’s office;
- co-ordinate the PM diaries (i.e. meetings, conferences, duty travels);
- file and maintain personnel OCCAR records and relevant documents to the Programme Division;
- file and maintain (in liaison with National Navy Staff Personnel Department) Navy military personnel National records (Staff Report mainly) and relevant documents;
- draft and type documents/e-mails for the PM and Deputy PM on request;
- maintain and keep up-to-date the attendance list of the Programme Division;
- coordinate all necessary aspects relevant to the preparation of High-Level meetings and events (i.e. Programme Boards, Programme Committees, official ceremonies etc.).

If necessary, take temporary additional tasks:

- for common activities, as jointly required by the Programme Manager and the Deputy Programme Manager;

- for activities concerning only 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).

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, network, IT tools and give first aid technical advice/support to staff members;
- 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 providing management and administrative support in this field for national or international organisations;
- ES 2** Experience in managing Navy military personnel National records (Staff Reports mainly) and relevant documentation;
- ES 3** Proven capability in problem solving on computer-based software (Microsoft Sharepoint, Microsoft Office, Windows, Microsoft Dynamics), related issues;
- ES 4** Knowledge of rules covering handling of mail with particular reference to classified mail and familiarity with international security regulations;
- ES 5** Proven capabilities in organising and managing official events.

4.2 Desirable:

- DS 1** Knowledge and experience in database software MS Access highly desirable,
- DS 2** Awareness of Through Life Management principles;
- DS 3** Awareness of Quality Management Systems;

DS 4 Awareness of Risk Management;

DS 5 Previous experience in ICT technical support and cyber awareness.

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 higher secondary education certificate or equivalent in the activities directly related to the tasks described is highly desirable.

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:

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>.

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