

STATO MAGGIORE DELLA DIFESA

I Reparto Personale

Allegati: 2 (due).
Annessi: 4 (quattro).

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

OGGETTO: Ricerca di personale per n. 4 posizioni a “*status internazionale*” presso l’Organismo Congiunto per la Cooperazione in materia di Armamento (OCCAR).

A ELENCO INDIRIZZI IN ALLEGATO “A”

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Rif. f. prot. n. M_D ABBE6E3 0041208 in data 30 marzo 2026 di DNA I Rep. (non a UG).

Seg. f. prot. n. M_D A0D32CC 0027339 in data 26 febbraio 2026.

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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 codesto Organo 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
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
					DURATA	INIZIO			SMD - I Reparto	DNA - I Reparto	OCCAR	
<i>FSAF-PAAMS Programme Division Technical Section</i>	PARIGI (FRA)	A667 "Samp/T Italian Variant Operational Co-Ordinator "	A3 (Magg.)	//	3 anni	01-set-26	EI	Status internazionale assegnata alla Nazione (trattamento giuridico- amministrativo ai sensi della L. n. 1114/1962)	20-mag-26	3-giu-26	10-giu-26	29-giu-26
<i>FSAF-PAAMS Programme Division Technical Section</i>	PARIGI (FRA)	A682 "Ground Fcu Officer 2 "	A3 (Magg. / C.C.)	//		01-set-26	EI/MM	Status internazionale a concorso tra le Nazioni (trattamento giuridico- amministrativo ai sensi della L. n. 1114/1962)	20-mag-26	3-giu-26	10-giu-26	29-giu-26
<i>FSAF-PAAMS Programme Division Commercial and Finance Section</i>	PARIGI (FRA)	A687 "Contracts & Finance Officer 3 "	A3 (Magg. / C.C.)	//		01-dic-26	EI/MM	Status internazionale a concorso tra le Nazioni (trattamento giuridico- amministrativo ai sensi della L. n. 1114/1962)	18-ago-26	1-set-26	8-set-26	5-ott-26
<i>FSAF-PAAMS Programme Division CAMM-ER Section</i>	ROMA (ITA)	B643 "Camm-Er Contracts And Finance Assistant "	B6 (1°Lgt. / Mar.Ca. o equiv.)	//		01-set-26	EI/MM	Status internazionale a concorso tra le Nazioni (trattamento giuridico- amministrativo ai sensi della L. n. 1114/1962)	20-mag-26	3-giu-26	10-giu-26	29-giu-26



VACANCY NOTICE

Post	A667 - SAMP/T ITALIAN VARIANT OPERATIONAL CO-ORDINATOR
Grade	A3
Division	FSAF-PAAMS Programme Division
Section	Technical Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	10 June 2026
Start Date	01 September 2026
Interview Date	Week commencing on 29 June 2026

1. Background

The FSAF-PAAMS 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, the Programme is expanding with an additional 10 new posts being recruited in 2026.

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 (Common & Empar) systems and Long-Range Radar (LRR), including ammunition and training & logistic 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. It also gives consideration to the potential to extend the capabilities of the systems.

2. Duties and Responsibilities

The “SAMP/T Italian Variant Operational Co-ordinator” will report to the Programme Manager. He/she is responsible for the Italian variant of the SAMP/T and SAMP/T NG systems for IT Army and IT Air Force.

As SAMP/T Italian Variant Operational Co-ordinator, the post holder will be responsible for:

- Ensure close and permanent liaisons with the Italian Army and IT Air Force;
- Support the IT SAMP/T Coordinator to ensure that the requirements and approved changes expressed by the armed forces are incorporated in the technical specification according to the applicable procedures;
- Supervise and define, in co-ordination with the Programme and Technical Section Leader and specific experts working group, the functional definition of system’s software, the external functional interfaces of the system with relevant sub-systems and the Human Factor Interfaces (HFI);
- Contribute to the definition of programme trials and participate to the systems’

operational readiness reviews, monitoring the system integration activities whilst assuming responsibilities for ensuring the application of system safety rules. In particular, contribute to the approval of safety plans provided by industry;

- Define the required training information and training required by operators, participating to the definition of the principles to be applied to instruction and training;
- In co-operation with the ILS and ISS Section, define, design and prepare plans for training of personnel for the operation, maintenance and repair of the system;
- In co-operation with the Italian Army and Italian Air Force contribute to the implementation of the concept of maintenance and associated support information according with all end User's needs;
- Control all technical operator documents of the system and subsystem, and contribute to the development of the user's and training documents;
- Apply all enforceable procedures within the defined relations among the bodies involved in the programme;
- Support the Programme Manager (PM) carrying out all necessary actions for ensuring the regular running of the programme assuring the correct information is given to the Italian Forces and taking care they are satisfied;
- Support the Programme Manager to facilitate the continuation and development of the bilateral operational cooperation in the Ground domain between IT Army, IT Air Force and FR Air Force, in accordance with mandate received by National representatives (NPCs and PC);
- If necessary, take temporary additional task as required by the Programme Manager.

For each of the areas indicated above, they will contribute to the work of the existing expert working groups and those that may be created in accordance with existing programme procedure.

Within the duties described above, they will:

- Be responsible for the Italian Army GFE;
- Support the technical Section Leader and IT SAMP/T Coordinator in terms of technical definition and integration of the system equipment (GFE) which will form part of the national variant of the SAMP/T;
- Propose, where possible, in co-operation with the French Air Force, solutions that maintain commonality between the national variants.

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** In depth knowledge of anti-air defence systems at a system level;
- ES 2** Conceptual thinking with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving, including providing recommended solutions and a proposed way forward;
- ES 3** Sound experience of technical definition of complex weapon systems;
- ES 4** Experience in the field of trials and acceptance of complex weapon systems;
- ES 5** Sound Knowledge of the national organisation of military procurement and support.

4.2 Desirable:

- DS 1** Valuable knowledge of configuration, quality and risk management procedures particularly in production phase;
- DS 2** Knowledge of the FSAF/PAAMS systems and, in particular, SAMP/T System and sub-systems;
- DS 3** Knowledge of scheduling and deconflicting activities implementation, plus management of interdependencies;
- DS 4** Knowledge of Government Furnished Assets (GFX) management;
- DS 5** Knowledge of Risk management.

5. Language Requirements

- ADVANCED level¹ of ENGLISH both oral and written.

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

- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

6. Qualifications

A university degree or equivalent and extensive experience in the activities directly related to the described tasks 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:

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	A682 – GROUND FCU OFFICER 2
Grade	A3
Division	FSAF-PAAMS Programme Division
Section	Technical Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	10 June 2026
Start Date	01 September 2026
Interview Date	Week commencing on 29 June 2026

1. Background

The FSAF-PAAMS 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, the Programme is expanding with an additional 10 new posts being recruited in 2026.

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 (Common & Empar) systems and Long-Range Radar (LRR), including ammunition and training & logistic 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. It also gives consideration to the potential to extend the capabilities of the systems.

2. Duties and Responsibilities

Within the Technical Section, the “SAMP/T GROUND FCU” Officer will report to the Technical Section Leader and Programme Manager. He / she is responsible for the FCU (including MFR, C&C and IFF sensors) of the SAMP/T system and contribute to the development and production of the FCU of SAMP/T NG variants in coordination with the SAMP/T coordinators Officers.

With the other Ground FCU Officer and the SAMP/T Coordinators, he will have to guarantee a maximum of commonalities between the two national SAMP/T NG variants in particularly at ME level, to ensure a long-term value for money for the two nations.

In particular they will:

- Support the Technical Section Leader for the definition, monitoring and control of all sub-system programme activities, internal and external to the PD including all activities concerning where industry, national experts and governmental bodies are involved, for respecting the established technical and operational requirements, the time scale and costs, as well as the requirements relating to logistics, maintenance, installation, quality and configuration control;
- Interact with all other Sections and co-ordinators of the PD, as the duties of the post necessitate;
- Liaise with the other Ground FCU Officer and the SAMP/T plus SAMP/T NG coordinators, to assist the technical and In-Service-Support (ISS) sections in guaranteeing the sustainability of the legacy SAMP/T systems;
- Contribute to the preparation of new contracts;

- Contribute to the preparation of meetings and all relevant documents, as required, for all questions regarding the respect of technical requirement and contractual performance specifications;
- Provide advice on technical events relating to the sub-systems, including during engineering reviews and progress report meetings;
- Provide advice on proposed modification of the sub-systems verifying, with the Programme Management Section, the configuration of sub-systems prior to each firing campaign or major event;
- Monitor the trials, contributing to the preparation and direction of the organisation for “sub-system qualification processes” taking care, in co-operation with other PD sections of the relationship between FSAF-PAAMS PD and national organisations concerning qualification activities;
- Provide advice for the approval of deliverables and equipment;
- Contribute to the management of the production upgrade process and control, with personnel who are responsible for other subsystems, the organisation of the production cycle and costs in line with the national requirements and proposing correctives measures necessary;
- Contribute to Expert Working Groups, as directed by the Programme Manager and to the preparation of Programme technical reports;
- Apply all enforceable procedures within the defined relations among other bodies involved in the programme;
- Support the Technical Section Leader in activities concerning the Section, carrying out all necessary actions for ensuring the regular running of the programme;
- Undertake FSAF PAAMS programme related duties including firing and trial-related activities on-board or at an Industrial/Government Site or Facility;
- If necessary, take on additional tasks as required by the Programme Manager.

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 and experience of Defence Weapon Systems with fire control unit (particularly Command & Control (C2) and multifunction Radar systems);
- ES 2** Experience in technical management (solving issues, contracts, relations with industry);
- ES 3** Broad experience in trials/testing, qualification and acceptance of technically complex defence systems;
- ES 4** Knowledge in Software development and configuration management, and familiarity with system simulation performance,
- ES 5** Knowledge of the SAMP/T systems;

4.2 Desirable:

- DS 1** Knowledge of configuration, quality and risk management's procedures particularly in production phase;
- DS 2** Experience in management and coordination of National experts in multiple technical domains for complex Armament programmes;
- DS 3** Previous experience of working with or in other Defence international organisations;
- DS 4** Knowledge of scheduling and deconflicting activities implementation, plus management of interdependencies;
- DS 5** Knowledge of Government Furnished Assets (GFX) 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.

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

6. Qualifications

A university degree or equivalent education with several years of experience in the activities directly related to the tasks prescribed, are 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:

Francis CELESTE (FSAF-PAAMS Programme Manager)

Email: francis.celeste@occar.int

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VACANCY NOTICE	
Post	A687 – CONTRACTS & FINANCE OFFICER 3
Grade	A3
Division	FSAF-PAAMS Programme Division
Section	Commercial and Finance Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	08 September 2026
Start Date	01 December 2026
Interview Date	Week commencing on 05 October 2026

1. Background

The FSAF-PAAMS 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, the Programme is expanding with an additional 10 new posts being recruited in 2026.

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 (Common & Empar) systems and Long-Range Radar (LRR), including ammunition and training & logistic 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. It also gives consideration to the potential to extend the capabilities of the systems.

2. Duties and Responsibilities

The Contract Officer will report to the Commercial and Finance Section Leader and support them in their daily operational activities. They will be supervised by the FSAF-PAAMS Section (CS) Leader, who is responsible for assuring coherence of assignments with programme objectives.

They will have to act in compliance with OCCAR regulations in the following domains:

- Identify and analyse options to prepare and write procurement strategies/contract routes;
- Draft contracts and contract amendments consistent with the procurement strategy, government agreements and Programme Decision;
- Prepare requests for Orders and review Offers/Invitations to Tender for new system components and munitions, by analysing industrial price offers with national pricing authorities on price investigations/audits, evaluate IPR implications and other design related aspects liaising with technical team;
- Work closely with technical and finance staff on the delivery of systems and munitions, aligning outputs with legal, commercial and contractual Programme objectives;
- Negotiate and agree contracts, contract amendments with Industry and Nations. Writing of contract presentation reports;

- Support/advise Nations with the preparation of inter-governmental documents and OCCAR-EA Central Office with the preparation of Programme Decisions;
- Provide contractual/legal advice on the correct execution of the FSAF-PAAMS Programme from a contractual/legal perspective;
- Management of contracts post award, handling contractual issues that may arise during the execution of the contracts including the application of penalty payments;
- Assist in ISS contracts' negotiations and contract's closure;
- Manage Contracts' lifecycle and derived assessments, including contracts' performance management and adherence to contractual requirements and conditions;
- Support the Contract and Finance Officer in the preparation of contractual changes;
- Undertake additional tasks as required by the Programme Manager.

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 and experience of Contractual negotiations and drafting of Terms and Conditions in an international or national programme office;

- ES 2** Ability to support the preparation of main contracts, contract bids, and responses to offer-soliciting letters, ensuring compliance with procedures and high-quality documentation;
- ES 3** A strong understanding of contract law, compliance standards, and industry regulations, ensuring all contract terms are interpreted correctly and adhered to, minimizing risks and ensuring legal compliance;
- ES 4** Strong understanding of IPR laws (patents, trademarks, copyrights, ITAR Law) and their impact on contract management, ensuring IP protection and compliance, while identifying and mitigating potential IP risks in contracts;
- ES 5** Strong capability to monitor and update deadlines for contractual decisions following receipt of deliverables, while proactively issuing alerts to technical staff for verification timelines.

4.2 Desirable:

- DS 1** Proficiency in analysing industrial proposals, calculating penalties, and contributing to financial oversight through the preparation of annual forecasts and outturns;
- DS 2** Competence in assisting the financial officer with the preparation of payment plans and financial tracking, ensuring alignment with contractual terms and budgetary frameworks;
- DS 3** A high level of attention to detail, ensuring that all contractual and financial documentation is accurate, error-free, and aligned with organizational goals, supporting precise decision-making;
- DS 4** Exceptional attention to detail when evaluating interdependencies between contracts. Identifies and mitigates risks arising from overlapping agreements, ensuring compliance and strategic alignment;

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 education with several years of experience in the activities directly related to the tasks prescribed 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:

Francis CELESTE (FSAF-PAAMS Programme Manager)

Email: francis.celeste@occar.int

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VACANCY NOTICE	
Post	B643 – CAMM-ER CONTRACTS AND FINANCE ASSISTANT
Grade	B6
Division	FSAF-PAAMS Programme Division
Section	CAMM-ER Section
Management of Staff	0
Location	Rome, Italy
Initial Contract Duration	3 years
Closing Date for Applications	10 June 2026
Start Date	01 September 2026
Interview Date	Week commencing on 29 June 2026

1. Background

FSAF (Famille des systèmes Surface-Air Futurs) PAAMS (Principal Anti-Air Missile System) is a multi-national Programme based on the Aster common missiles, looking at the Development, Production and ISS phases of medium to long-range Surface Air defence systems based on the Aster missiles family. The Programme Division is based in Paris, France.

The CAMM-ER (Common Anti-Air Modular Missile – Extended Range) Project is a sub-division of the FSAF-PAAMS programme, and it is based in Rome, Italy.

The scope of the CAMM-ER Project within the FSAF-PAAMS Programme consists on the Definition, Development, Production and In-Service Support of the CAMM-ER missile, focused on the production phase with initial ISS activities for the Short-Range Air Defence (SHORAD) capability in two system variants for the Italian Air force (MAADS - Modular Advance Anti-Air Systems) and Army (GRIFO).

2. Duties and Responsibilities

The CAMM-ER CONTRACTS AND FINANCE ASSISTANT will report to the Commercial and Finance Section Leader and support CAMM-ER Contract and Finance Officer. In their daily operational activities, they will be supervised by the CAMM-ER Section (CS) Leader, who is responsible for assuring coherence of assignments with CAMM-ER project objectives. The CAMM-ER Commercial and Finance Section Leader will manage this resource in close liaison and coordination with the CAMM-ER SL.

The post holder will:

- Record data related to contractual deliverables:
 - date and number of contractual deliverables;
 - update deadlines for decision after receipt of deliverables;
 - provide alerts to technical staff on deadlines for verification of deliverables;
- Record details of specific orders on Programme Division (PD) database dedicated to CAMM-ER project;
- Record contractor claims for extensions of time. Subsequently initiate response to industry based upon technical staff advice;
- Prepare dossiers for the analysis of industry requests for exemption from penalties and maintain penalties database. Subsequently prepare response to industry-based PD decision;
- Ensure that the Programme Division replies to letters sent by industry according to contractual deadlines;
- Support the Contract and Finance Officer in the preparation of contractual changes;
- Support the Contract and Finance Officer to enter contract payments and price revision data in the OCCAR Enterprise Resource Planning (ERP) tool;
- Record, check and process invoices received from suppliers for payment in accordance with OCCAR procedures;
- Calculate value of contractual penalties for late delivery payable by industry;
- Support the Contract and Finance Officer with respect to budgeting, forecasting and accounting including:

- Preparation of the annual Operational and Carry-Over Budgets;
 - Preparation of the Forecast of Outturns and Cash Forecasts for the annual budgets;
 - Preparation of Call for Funds for the Operational Budgets, and subsequent monitoring of the receipt of Contributions from Nations.
- Undertake additional tasks as required by the Programme Manager.

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 and settlement in an international or national programme office;
- ES 2** Ability to support the preparation of main contracts, contract bids, and responses to offer-soliciting letters, ensuring compliance with procedures and high-quality documentation;
- ES 3** Proficiency in analysing industrial proposals, calculating penalties, and contributing to financial oversight through the preparation of annual forecasts and outturns;
- ES 4** Strong capability to monitor and update deadlines for contractual decisions following receipt of deliverables, while proactively issuing alerts to technical staff for verification timelines;

ES 5 Competence in assisting the financial officer with the preparation of payment plans and financial tracking, ensuring alignment with contractual terms and budgetary frameworks.

4.2 Desirable:

DS 1 Knowledge and experience in financial software;

DS 2 A strong understanding of contract law, compliance standards, and industry regulations, ensuring all contract terms are interpreted correctly and adhered to, minimizing risks and ensuring legal compliance;

DS 3 The ability to identify, assess, and mitigate risks related to contracts, financial projections, and delays, with a proactive approach to resolving issues and minimizing disruptions;

DS 4 Effective negotiation skills to secure favourable contract terms and the ability to manage relationships with clients, vendors, and internal teams, ensuring alignment with project goals and contractual obligations;

DS 5 A high level of attention to detail, ensuring that all contractual and financial documentation is accurate, error-free, and aligned with organizational goals, supporting precise decision-making.

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 education with several years of experience in the activities directly related to the tasks prescribed 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:

Francis CELESTE (FSAF-PAAMS Programme Manager)

Email: francis.celeste@occar.int

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

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>.