



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	A050 - INTEGRATION AND PROGRAMME MANAGEMENT SECTION LEADER
Grade	A5
Division	Programme Management Support Division
Section	Integration and Programme Management Section
Management of Staff	8
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	07 May 2024
Start Date	01 August 2024
Interview Date	Week commencing on 03 June 2024

1. **Background**

OCCAR-EA facilitates and manages European armament programmes through their life cycle and continuously improves the effectiveness of programme and contract management.

The **Programme Management Support Division (PMSD)** is a Division within OCCAR-EA and is responsible for the following areas:

- Maintaining programme management and contract management policy, procedures and guidance;
- Supporting Programme Managers in commercial, legal and programme management-related matters;
- Providing independent advice to the OCCAR-EA Director on programme-related issues;
- Integrating new Programmes and Programme Stages into OCCAR.

The Integration and Programme Management Section sits within PMSD and is responsible for integrating new Programmes and Programme Stages and all programme management and technical management activities associated with the above tasks.

2. Duties and Responsibilities

The Integration and Programme Management Section Leader reports to the Head of Programme Management Support Division (HoPMSD).

In particular, they will perform or manage the following tasks:

- For the **Integration of new Programmes**, be responsible for the integration of new programmes into OCCAR, including:
 - Draft the Programme Management Authorisation, Procurement Strategy and Programme Decision in close relation with the Commercial and Policy Section Leader;
 - Manage Participating States stakeholders and expectations;
 - Establish a Programme Integration Team and budget for each Programme to be integrated;
 - Plan and manage the integration of new programmes;
 - As leader of the PITs and assigned Programme Integration Manager, prepare the Invitation to Tender then draft, negotiate and conclude the contract;
 - Develop the management organisation to manage the Programme after integration, including the job descriptions for each post;
 - Liaise with Human Resources Division, Corporate Support Division and Finance Division to establish the initial Administrative Budget for the Programme;
 - Establish the initial Operational Budget for the Programme with the programme Participating States;
 - Prepare any required meetings and support the OCCAR-EA Director/Deputy Director for Programme Committee / Board meetings during Integration;
 - Lead Programme Working Groups and workshops as required.
- For the **Integration of new Programme stages performed by an existing Programme Division**, support these integration activities, including:
 - Ensure programme integration policies and best practice methods are followed and support the Programme Managers in their implementation;
 - Lead on amendments or new Programme Management Authorisations;
 - Work with the Commercial and Policy Section Leader on contracts, contract amendments and Programme Decisions.

- For **Programme Management Support:**

- Maintain close working relationships both with OCCAR Programme Managers and their staff and advise and support them on programme management, through-life management, systems engineering and in-service support matters;
- Verify that the implementation of programme management, through-life management, systems engineering and in-service support is delivered in accordance with OCCAR policy;
- Provide independent advice and support to the OCCAR-EA Director, Deputy Director and Head of PMSD on programme-related issues and Participate in Programme Committees and Programme Boards as required;
- Be the quality gate for all Board and Committee papers, annual reports, Programme Management Plans and Through Life Management Plans;
- Support the Commercial and Policy Section in the staffing of contractual documents.

- For **Corporate Activities:**

- Develop, promote and ensure the appropriate use of best practice standards, tools and methods in the fields of integration and programme management, through-life management, systems engineering and in-service support;
- Maintain the OCCAR integration and programme management policy, procedures and guidance as part of the OCCAR Quality Management System;
- Maintain close working links with Programme Managers and their staff on areas of mutual interest in line with the OCCAR-EA Business Plan and the associated Programme Plans and High Level Objectives;
- Provide inputs to corporate reports and plans, and participate in corporate meetings as required;
- Lead the Programme Management and Integrated Logistic Support Communities of Practice.

- As **Section Leader:**

- Lead, manage, plan and control the work of the Section in order to meet the objectives set out in the OCCAR-EA Business Plan and the PMSD Divisional Management Plan;
- Manage members of the staff in a manner that promotes working as a team and enables them to achieve their specific objectives in an efficient and timely manner;
- Develop and provide inputs to management plans related to the PMSD responsibilities.

Frequent duty trips from OCCAR Central Office to OCCAR Programme Divisions and/or OCCAR Member States will be required, COVID permitting.

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** Executive management ability proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent leadership, interpersonal and team working skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking with the ability to analyse complex and wide ranging questions, issues and information, with a structured approach to the problem solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a 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** Experience of initiating and managing cooperative armaments programmes in a senior position for at least two to three years;
- ES 2** Expert knowledge of programme management principles, tools and techniques and experience of using them effectively in armament programmes;
- ES 3** Expert knowledge and background in at least one technical or engineering discipline/domain relating to armament programmes;
- ES 4** Relevant experience in preparing invitations to tender, assessing tenders and negotiating with industry in an international environment;
- ES 5** Relevant experience of leading initiatives that involve representatives from several nations.

4.2 Desirable:

- DS 1** Experience of conducting design reviews within the development phase of an armament programme;
- DS 2** Awareness of European defence-related structures and organisations;
- DS 3** Practical experience of successfully working in a matrix management organisation;
- DS 4** Experience in the application of Systems Engineering and/or Life Cycle Costing;
- DS 5** Proven experience in developing and implementing processes, procedures and best practices into an organisation.

5. **Language Requirements**

An adequate knowledge¹ of at least two of the OCCAR languages (English, French, German and Italian), one of them being English.

6. **Qualifications**

A university degree or equivalent qualification in the activities directly related to the described tasks is required.

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:

Jean-Philippe DUFOUR (Head of PMSD)

Email: jean-philippe.dufour@occar.int

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

Applicants who are **not** Ministry of Defence staff wishing to apply for this Post should email the completed application and supporting documentation to B009@occar.int, B010@occar.int and B015@occar.int.

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.