



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	B036 - SITE MANAGEMENT ASSISTANT ROME
Grade	B5
Division	Corporate Support Division
Section	Site Management Bonn
Management of Staff	0
Location	Rome, IT
Initial Contract Duration	3 years
Closing Date for Applications	03 June 2024
Start Date	01 September 2024
Interview Date	Week commencing on 01 July 2024

1. Background

The Corporate Support Division (CSD) is responsible for the provision of essential infrastructure and support to enable the Directorate, Program Divisions and the Central Office to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Security, Information and Communication Technology (ICT) and Site Management addressed in each of the OCCAR-EA sites.

Site Management Assistant Rome is a newly established post. They will be responsible for delivering H&S task, Infrastructure Management, and low-value Contract Management and local Risk Management for the Rome OCCAR-EA site. As a Central Office (CO) asset, the postholder may be requested to provide additional assistance, acting as a liaison between CO and the Programme Divisions' personnel for other CO functional matters as directed on an ad-hoc basis.

2. Duties and Responsibilities

The Site Management Assistant will report directly to the Site Management Section Leader Bonn.

They are responsible, amongst other things, for the management of the Corporate Assets and related documents. They are also responsible for the management of the local service support contracts required for Rome, and its day-to-day operation. They will assist in managing the provision, maintenance and supply of local infrastructure and services to the Programme Divisions based in Rome.

In particular, they will:

- Conduct H&S inspections and administrative support to provide all necessary documentation to support day-to-day activities and the annual CO H&S Committee;
- Act as the CO Point of Contact for all H&S and Site matters on the Rome Site, recording accidents, managing emergency evacuation drills and wider business continuity (in the case of catastrophic events);
- Manage local Site Management contracts, on behalf of CSD;
- Provide regular financial and commercial reports to the Bonn Site manager and FD as required;
- Manage inventory of all ICT assets (furniture, equipment, hardware and software) and coordinate with ICT Section for the management of ICT assets and property items (hardware and software);
- Manage inventory of all OCCAR Bonn property items (office furniture, office equipment, etc.);
- Ensure that all inventory of OCCAR assets on Rome site (office furniture, office equipment, etc.) are officially registered within OCCAR ERP system and all OCCAR property items are managed properly;
- Manage Fixed Assets Registry in close coordination with the Bonn site;
- Manage all write off/disposal of OCCAR assets;
- Manage the full inventory of OCCAR Rome Site assets once per year;
- Prepare IPSAS data related to Intangible and Tangible Assets for annual Financial Statement;
- Supervise check-in/check-out for all staff in Rome (Central Office and Programme divisions) for assets inventory control (ICT, Mobile phones, office equipment...);
- Manage small procurement activities and payments related to all aspects of Site Management including, infrastructure Hospitality and Public Relation, business cards, office supplies, communications (Mobile phones and landline) using Rome site administrative budget and for the Programme divisions located in Rome in accordance with the delegation of authority;
- Prepare and manage contracts for interpretation/translation services;
- Undertake temporary additional tasks as required by the Site Management Section Leader Bonn to support wider CO initiatives;
- Undertake ad-hoc duties, as directed by the Bonn Site Manager to support wider CO activities as requested.

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** Expert knowledge and proven experience with Asset and Property Items Management;
- ES 2** Experience of contractual tasks and databases and budgets;
- ES 3** Expert Knowledge of IPSAS techniques and procedures related to Assets management;
- ES 4** Knowledge of contract administration and procurement accounting techniques.

4.2 Desirable:

- DS 1** Experience of working in H&S, conducting inspections and emergency evacuation techniques;
- DS 2** Experience of working in a multinational working environment would be an advantage;
- DS 3** Experience of working with an ERP system;
- DS 4** Awareness of the OCCAR through Life Management principles.

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 higher secondary education 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:

Rory HULSTON (Site Management Section Leader Bonn)

Email: rory.hulston@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 Human Resources / Careers / Applying.