



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	A653 - COMMERCIAL AND FINANCE SECTION LEADER
<b>Grade</b>	A4
<b>Division</b>	FSAF-PAAMS Programme Division (PD)
<b>Section</b>	Commercial and Finance Section
<b>Management of Staff</b>	6
<b>Location</b>	Paris area, France
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	12/06/2024
<b>Start Date</b>	01/09/2024
<b>Interview Date</b>	Week commencing on 01/07/2024

#### 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), 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 systems (EMPAR and common sub systems with SAMPSON version) and Long Range Radar (LRR), including ammunition and training & 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 and considers the potential to extend the capabilities of the systems.

## **2. Duties and Responsibilities**

The COMMERCIAL AND FINANCE SECTION LEADER will manage the contractual and financial aspects of the Programme and will report directly to the PROGRAMME MANAGER (PM) in close liaison with other Section Leaders. They are responsible for leading and managing the team within the context of the Programme Division (PD) business needs. The post holder will operate in compliance with OCCAR regulations and rules. The main areas of responsibilities are:

### **2.1 Contractual activities:**

- prepare requests for offers/invitation to tender;
- participate in the evaluation of offers and tenders;
- prepare and negotiate the resulting contracts;
- participate in the monitoring of the execution of the contracts;
- deal with administrative, contractual, legal and industrial problems arising from the procurements concerned;
- drafting and establishing Procurement Strategies, Contract Routes, Contract Presentation Reports and related documents;
- support drafting of Programme Decisions in liaison with OCCAR-EA Central Office;
- support Contract Officers and Assistants by providing oversight and taking responsibility for delegated assignments;
- maintain productive partnerships with Industries;
- identify Participating States' needs and match them to appropriate solutions;
- define timelines for delivery of products or services to Participating States;
- support the PM in all discussions with Participating States about contractual matters.

### **2.2 Financial activities:**

- lead Finance Officer and Finance Assistants by providing oversight and taking responsibility for delegated assignments;
- prepare the yearly Administrative and Operational Budgets drafts;
- prepare financial plans, to ensure proper financial control of the Programme;
- analyse the impact of financial requirements on the yearly budgets and multi-year forecasts;
- analyse and consolidate the forecast of outturns of the Programme;

- perform financial analysis, identification of potential risk areas, proposing mitigation actions and preparing reports as required;
- support the PM in all discussion with Participating States about financial matters;
- support internal and external Audit activity involving the Programme.

### **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 skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent interpersonal, team working and leadership 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** A minimum of five years of progressive experience in drafting contractual/legal documents for major defence programmes, and managing complex contracts;
- ES 2** Strong experience of budget preparation and financial planning;
- ES 3** Proven track record of leading and managing a diverse team;
- ES 4** Solid experience of conducting complex contract and price negotiations;
- ES 5** Ability to synthesise complex information under pressure, make decisions and deliver clear advice to stakeholders.

#### 4.2 Desirable:

- DS 1** Experience of drafting inter-governmental Agreement documents (MoU, for example) and Reports for senior Manager/s;
- DS 2** Understanding mechanisms to improve contractor performance (incentivisation);
- DS 3** A keen awareness and knowledge of other defence structures and international organisations;
- DS 4** Experience in multinational Project Management;
- DS 5** Knowledge of the OCCAR Through Life Management concept.

### 5. **Language Requirements**

An adequate knowledge<sup>1</sup> of at least two of the OCCAR languages (English, French, German and Italian), one of them being English.

### 6. **Qualifications**

A first level University degree in Business Administration, Accounting, Economics or a directly related area.

### 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](mailto:francis.celeste@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](mailto:B009@occar.int), [B010@occar.int](mailto:B010@occar.int) and [B015@occar.int](mailto: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>.

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<sup>1</sup> The language levels can be found on the OCCAR website, [www.occar.int](http://www.occar.int) Human Resources / Applying for OCCAR posts.