



# Organisation for Joint Armament Co-operation Executive Administration

## VACANCY NOTICE

<b>Post</b>	A031 - PROGRAMME MANAGEMENT OFFICER 2
<b>Grade</b>	A4
<b>Division</b>	Programme Management Support Division
<b>Section</b>	Integration and Programme Management Section
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	21 June 2024
<b>Start Date</b>	01 September 2024
<b>Interview Date</b>	Week commencing on 15 July 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**

Due to an ongoing organisational restructure, the Duties and Responsibilities and the job description might change.

The Programme Management Officer (PMO) reports to the Integration and Programme Management Section Leader and is responsible for the following:

### **Integration of New Programmes**

Support the Programme Integration Manager or, if assigned the role, lead on the following:

- Lead the Programme Integration Team to ensure the integration process is successfully completed and the programme transferred to the Programme Division;
- Analyse operational requirements, technical and management requirements and ensure they are properly embedded in the contractual specifications;
- Work with the PMSD Commercial & Legal Officer and Member States experts to draft the Procurement Strategy, prepare the Invitation to Tender, negotiate and conclude the contract, and draft the Programme Decision;
- Plan the future Programme Division organisation structure and work with the Human Resources Division to ensure the timely recruitment of new OCCAR staff;
- 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 the Integration Phase;
- Lead Programme Working Groups and workshops as required;
- Manage the Participating States, other stakeholders and their expectations;
- Provide reports, support and advice to the Integration and Programme Management Section Leader, the Head of PMSD, the Deputy Director and the Director, as required, on programme integration matters.

### **New Programme Stages**

- Ensure programme integration policies and best practice methods are followed and support the Programme Divisions in their implementation;
- Work with the Commercial and Legal Officer on contracts, contract amendments and Programme Decisions.

### Programme & Technical Support

- Act as the Central Office focal point for allocated OCCAR-EA Programme Divisions, maintaining a close working relationship;
- Provide advice and support on programme management, through-life management, systems engineering and in-service support matters, ensuring their implementation is in accordance with OCCAR Policy;
- Promote and ensure the appropriate use of best practice standards, tools and methods in the fields of programme management, through-life management, systems engineering and in-service support;
- Provide assurance of Programme Plans and Reports;
- Provide advice to the Head of PMSD, the Deputy Director and the Director, as required, on programme and technical matters.

### Corporate Activities

- Support the update of OCCAR Management Procedures (OMPs), Internal Procedures and Internal Guidance, in particular the procedures for the integration of new Programmes, programme management, through-life management, systems engineering and in-service support;
- Advise and support Programme Divisions and Central Office staff on issues related to their fields of programme management and technical expertise;
- Support wider OCCAR tasks as assigned by the OCCAR-EA Business Plan or line management;
- Frequent duty travels to OCCAR Programme Divisions outside Bonn, OCCAR Member States, other Organisations and Industry are 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 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** Experience of initiating and managing cooperative armaments programmes;
- ES 2** 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 specific technical or engineering discipline/domain relating to armament programmes;
- ES 4** Experience in preparing invitations to tender, assessing tenders and negotiating with industry in an international environment;
- ES 5** Experience in the delivery of armament programmes.

##### **4.2 Desirable:**

- DS 1** Experience in the application of Systems Engineering in armaments programmes;
- DS 2** Practical experience of conducting design reviews within the development phase of an armament programme;
- DS 3** Awareness of European defence-related structures and organisations;
- DS 4** Practical experience of successfully working in a matrix management organisation;
- DS 5** Working knowledge of Active Risk Management (ARM) and DOORS software.

## **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 university degree or equivalent experience in the activities directly related to the described tasks above.

## **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](mailto: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](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) Careers / Applying.