



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	AI01 – PROGRAMME MANAGER
<b>Grade</b>	A5
<b>Division</b>	U212 NFS Programme Division
<b>Section</b>	N/A
<b>Management of Staff</b>	11
<b>Location</b>	Rome, IT
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	14/08/2024
<b>Start Date</b>	01/04/2025
<b>Interview Date</b>	Week commencing on 30/09/2024

#### 1. Background

OCCAR-EA manages the U212 Near Future Submarine (U212 NFS) Programme on behalf of the Italian Participating State (PS). The Programme scope includes the Development, Production and Initial In-Service Support (10-years of support for each submarine including spare parts) phases for up to four U212 NFS submarines, the development of the new submarine training center (Submarine Combat Training Team and Submarine Control Simulator) as well the design and development of a Lithium Battery System.

The U212 NFS Programme Division is located in Rome (Italy) with a satellite in La Spezia (Italy). This post is based in Rome.

#### 2. Duties and Responsibilities

The Programme Manager (PM) is responsible to the OCCAR-EA Director and reports to the Head of Programmes.

Within the framework of the delegation given to the PM by the OCCAR-EA Director, the PM has the autonomy and responsibility to achieve the Programme's general and specific High Level Objectives (HLOs) set by the OCCAR-EA Director and the Nation as detailed within the U212NFS Programme Decision.

The Programme Manager's duties and responsibilities include:

**Programme Management:**

- Be responsible for the delivery of the U212NFS Programme and management objectives in an optimised and cost-effective way, within the framework of the ProgD, through the application of OCCAR Rules;
- Make programme, financial, contractual and technical decisions, within the limits established by the OCCAR-EA Director, the Board of Supervisors and Programme Board and in accordance with approvals given by the Programme Committee;
- Prepare and maintain an annual Programme Management Plan (PMP) as part of the overall Business Plan of the OCCAR Executive Administration;
- Prepare and maintain a Through Life Management Plan (TLMP) as part of the overall Business Plan of the OCCAR Executive Administration;
- Be responsible for the day-to-day management of the Programme, including the application of configuration management, cost estimation, risk and quality management techniques, as detailed within the PMP and TLMP;
- Manage qualification testing, as well as technical and operational evaluation, co-ordinating with PS representatives as required;
- Maintain the working interface with the PS via the Programme Working Group (PWG);
- Manage the relationship to the PS through the interface to the National Programme Coordinator represented in the U212/NFS Programme Working Group and lead it;
- Prepare and submit regular reports to the OCCAR-EA Director in accordance with the OCCAR reporting system procedures;
- Establish and maintain the appropriate Programme Division processes and procedures to enable/maintain ISO:9001 certification and ensure compliance with this standard;
- Implement and apply OCCAR Risk Management methodology and tools in the Programme;
- Propose and implement the approved logistics (including cost estimation) policy for the Through Life Management of the Programme;
- Coordinate Government Quality Assurance performed in the Programme with the Government Quality Assurance Authorities the Participating State;
- Coordinate with Central Office, undertake all necessary activities for the finalisation and implementation of all activities required by the Programme Decision and related amendments;
- Coordinate all necessary Programme Management activities with Central Office , including amendments to the Programme Decision, the contract amendments and management/reporting activities, personnel matters, budget management and security;

- Establish and manage Expert Working Groups on specific topics, as required, requesting subject matter experts support through the National Programme Coordinator;
- Prepare and chair the Programme Working Group Meetings;
- Prepare reports and contributions to OCCAR-EA reports to the Programme Committee, Programme Board and Board of Supervisors relating to the U212 NFS Programme;
- Coordinate activities with the National Programme Coordinator to ensure that specialist support or other government furnished items are available as required;
- Provide information to the PS or the National Programme Coordinator necessary fulfilling to their national, Programme related obligations ;
- Share lessons learned and best practice with other Programme Divisions and the OCCAR-EA Central Office, with a view to innovating and achieving excellence in all aspects of programme management;
- Participate in the Programme Management Community of Practice.

#### **Contract and Finance:**

- Conduct Tender activities according to the approved U212 NFS Programme Procurement Strategy or compatible individual Contract Route(s);
- Be responsible for the contractual and financial management of contract(s), ensuring that the objectives regarding performance, time and costs are met;
- Lead contract negotiations with Industry and co-ordinate the preparation of all contract(s) or contract amendments;
- Certify that the work to be done by the Industry as stated in the contract(s) has been completed as prescribed and that the relevant invoices are justified;
- Prepare and submit both operational and administrative budgets to enable delivery of the Programme HLOs as defined in the U212 NFS Programme Decision.

#### **Personnel Management:**

- Participate in the selection process of all U212 NFS Programme Division personnel;
- Maintain a robust, effective and efficient U212 NFS Programme Division organisation to deliver the Programme High Level Objectives in a cost-efficient manner;
- Develop and manage the Programme Division staffing plan;
- Manage all U212 NFS Programme Division Personnel; manage their performance and training, maintain their Job Descriptions and provide strong leadership to build an effective and highly motivated team;
- Establish, develop and maintain team spirit, in particular by promoting open and honest internal communication within the team at all levels;
- Discharge duty of care responsibilities in respect of the Health and Safety of all staff members in the U212 NFS Programme Division. As Programme Manager, the incumbent is accountable to the Director for the proper discharge of these

responsibilities for all members of the U212 NFS PD, at all work locations and for all assigned activities.

### **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** Broad knowledge and proven experience for at least 3 years in Armaments Programme Management and a minimum of 5 years at senior executive level with a focus on submarines in development, production and ISS phases;
- ES 2** With focus on submarine area, knowledge and experience of the application of programme management disciplines within a Through Life Management environment;
- ES 3** A keen awareness and knowledge of other Defence-related national and international structures and Organisations together with experience in working with the related customer governmental official technical and/or operational experts in the Submarine General Staff Division and Procurement Directorate;
- ES 4** Experience of contract management (including In Service Support branch), working in a taut commercial environment, managing stakeholder expectations and contractual requirements including the negotiation of amendments;

- ES 5** Experience of the management of technically complex programmes and the management of the associated government and user stakeholder groups.

4.2 Desirable:

- DS 1** Previous experience in International and/or collaborative Programme Management preferably as “Programme Manager” or equivalent;
- DS 2** Experience in finance management and commercial negotiation processes;
- DS 3** Previous experience in managing operational and In Service Support requirements and their translation into technical specifications;
- DS 4** Knowledge of principles in Risk Management, Life Cycle Costing, Quality Management System and Configuration Control;
- DS 5** Awareness and knowledge of OCCAR structures, rules and processes.

**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**

Master of Science in Engineering (MSc-Eng) university degree or equivalent. Several years of 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:

Maurizio Cannarozzo (U212 NFS Programme Manager)

Email: [maurizio.cannarozzo@occar.int](mailto:maurizio.cannarozzo@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).

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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.

**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>.