



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	AN01 – PROGRAMME MANAGER ¹
Grade	A5
Division	E-NACSOS Programme Division
Section	-
Management of Staff	3
Location	Paris, FR
Initial Contract Duration	3 years
Closing Date for Applications	22/07/2024
Start Date	01/10/2024 (subject to the signature of the respective E-NACSOS Programme Decision)
Interview Date	Week commencing 26/08/2024

1. Background

The European Naval Collaborative Surveillance Operational Standard (E-NACSOS) programme aims to ensure superiority at sea of EU naval surface vessels while securing the EU naval surveillance sovereignty by developing novel protocols, interfaces and target architecture enabling to tackle new and asymmetric threats from Anti-Air-Warfare / Air & Missile Defence domain. E-NACSOS will improve the ability to identify, classify and track those threats.

The purpose of the E-NACSOS programme is to design a collaborative capability through an emerging Naval Collaborative Surveillance standard and associated functions and to prove its added value through relevant demonstrations at sea.

E-NACSOS is an EDF Programme mainly funded by the European Commission (EC) through a Grant Agreement (GA).

¹ Please note: Candidates from non-OCCAR Member States will be offered a post only upon acceptance of the privileges and immunities in accordance with the respective LoA by their Nations.

The OCCAR Programme will provide additional operational funding through a Link Procurement Contract.

This Programme will have a total duration of 48 months.

The E-NACSOS Programme Division will be located in the Paris area.

2. Duties and Responsibilities

The E-NACSOS Programme Manager (PM) is accountable to the OCCAR-EA Director for the effective and efficient management of the E-NACSOS Programme. Within the framework of the delegation from the OCCAR-EA Director, the Programme Manager has the authority and responsibility to achieve the Programme's high-level objectives (HLO) and management objectives as set through the OCCAR rules. They report to the Head of Programmes. They will report immediately to the Head of Programmes and following to the OCCAR-EA Director on any event, which could/may jeopardise the achievement of these high-level objectives and will ensure both are informed at all times of significant events that affect the Programme.

On behalf of and on account of the OCCAR-EA Director, the OCCAR-EA E-NACSOS Programme Manager exercises the authority and is responsible for the tasks outlined below:

2.1 Programme management

- Manage all aspects of the E-NACSOS Programme, and direct the Programme Division according to the Programme Board Decisions and the OCCAR Rules and procedures;
- Be responsible for the fulfilment of requirements;
- Be responsible for the cost-effective management of all aspects of the Programme to ensure that optimum performance is delivered and objectives are met;
- Prepare and maintain the annual E-NACSOS Programme Management Plan (PMP) and the E-NACSOS 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;
- Establish and lead Programme Management Reviews (PMR) with the contractor to review its performance against the Contract;
- Prepare, co-ordinate and achieve the major programme milestones related to Technical Reviews for Definition, Design, Prototyping and Testing;
- Establish and lead Programme Working Group in order to maintain an interface with the Participating States (PSs);
- Prepare regular reports to OCCAR-EA Director in accordance with the OCCAR reporting system;
- Implement and apply OCCAR Risk Management methodology and tools into the Programme Division;
- Be responsible for the implementation of the Quality Management System;

- Establish and maintain the appropriate Programme Division processes and procedures to enable/maintain ISO:9001 certification and ensure compliance with this standard;
- Report to and communicate with the EC, Programme Board, Programme Committee and related working groups on all E-NACSOS matters;
- Establish and manage Expert Working Groups (EWGs) on specific topics, as required, requesting competent national experts through the National Programme Coordinators (NPCs);
- Coordinate all necessary activities for the finalisation and implementation of all international arrangements and related amendments required for the E-NACSOS Programme;
- Share lessons learned and best practice with other Programme Divisions and the Central Office especially in the domain of EDF projects, so contributing to expand OCCAR-EA overall capabilities in this sector.

With National Programme Co-ordinators with whom interfaces are necessary:

- Coordinate the activities to ensure that appropriate specialist support or other Government Furnished Equipment/Information/Services (GFX) are available as required;
- Manage the interface configuration.

2.2 Contracts and Finance

- Prepare and execute both operational and administrative budgets to enable delivery of the Programme HLOs as defined in the E-NACSOS Programme Decision;
- Be responsible for the technical, contractual and financial management of the GA and Link procurement Contract (LPC), in accordance with the provisions of the Contribution Agreement and of the Programme Decision;
- Be responsible for the overall contractual process in accordance with existing OCCAR rules and procedures;
- Lead the negotiation with industry of E-NACSOS related contracts, amendments and agreements, as required (no contractual activities are foreseen during Stage 1);
- Oversee the execution of contracts, and ensure that the objectives regarding performance, time schedules and costs are met;
- Certify that the work to be done by the industry as stated in the contracts has been completed as prescribed and that the relevant invoices are valid;
- Certify as payable the invoices issued by the contractor after their validation in accordance with the agreed terms of the Contract;
- Lead the contract preparation and negotiations with industry for the possible follow-on Phases;
- Provide the PSs, upon their request, with information needed for fulfilling their national obligations relative to the management of the E-NACSOS Programme.

2.3 Personnel management

- Line manage all E-NACSOS Programme Division personnel, manage their performance and provide strong leadership to build an effective and highly motivated team that delivers its objectives;
- Establish, develop and maintain team spirit, irrespective of nationalities, in particular by promoting open and honest internal communication within the team at all levels;
- Participate in the future personnel selection process of all E-NACSOS Programme Division personnel when the Programme Division will be in place.

2.4 Health and Safety

- As programme manager they are accountable to the Director for the proper discharge of these responsibilities related to H&S for all members of the Division, 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** Proven track record in major defence programme procurement (preferably concerning communication engineering Programmes) with a minimum of 5 years of employment at senior level in national armament procurement administration, including contract award and negotiation, relations with industrial and governmental stakeholders;

- ES 2** Proven competence and experience in contracts and finance management.;
- ES 3** Proven experience in the naval combat systems field and wide experience in their testing, qualification and acceptance processes.
- ES 4** Proven experience in applying all programme management disciplines (e.g. Risk Management, planning and reporting, Life Cycle Cost, Configuration Management, etc.) in a true Through Life Management sense;

4.2 Desirable:

- DS 1** Previous experience in International Programme Management;
- DS 2** A keen awareness and knowledge of defence related National and European structures, Organisations and Industrial context with sound experience of working and measuring with both governmental official and industrial technical and operational experts;
- DS 3** Competencies, knowledge and previous experiences in operational requirements development;
- DS 4** Sound knowledge of the E-NACSOS Programme.

5. Language Requirements

An adequate knowledge² of at least two of the OCCAR languages (English, French, German and Italian), one of them being English.

6. Qualifications

Bachelor's degree in Electronic and/or Communication Engineering (or equivalent educational level qualification) with several years of experience in the activities directly related to the prescribed 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:

Sobia MIRZA (Head of HRD)
Email: sobia.mirza@occar.int

Christelle SAMEK (Programme Integration Manager)
Email: christelle.samek@occar.int

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

² The language levels can be found on the OCCAR website, www.occar.int Careers / Applying.

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>.