



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	AD07 - DEPUTY PROGRAMME MANAGER
Grade	A5
Division	LSS Programme Division
Section	N/A
Management of Staff	8
Location	Castellammare di Stabia, IT
Initial Contract Duration	3 years
Closing Date for Applications	20/08/2024
Start Date	01/11/2024
Interview Date	Week commencing on 02/09/2024

1. Background

The Logistic Support Ships (LSS) Programme is a collaborative Programme being managed by OCCAR-EA on behalf of the IT and FR Participating States (PS). The scope of the work covers the definition, development, production and initial in-service support of LSS for FR and IT.

The LSS Programme Division (PD) is located in Paris (FR) and in Castellammare di Stabia (IT) with satellite offices in La Spezia (IT) and Saint-Nazaire (FR).

2. Duties and Responsibilities

The LSS Deputy Programme Manager, together with the Programme Manager, is directly responsible for the effective and efficient management of the LSS Programme to the OCCAR-EA Director. The post holder will report to the Head of Programmes and following to the OCCAR-EA Director through the LSS Programme Manager.

The post holder will work jointly with the Programme Manager for common Programme activities and directly for Programme activities that concern only the Participating State from which the LSS Deputy Programme Manager is a national. Within the framework of the delegation given to the incumbent by the OCCAR-EA Director, the post holder has the

authority and responsibility to achieve the Programme's high-level objectives as set through the OCCAR rules. The LSS Deputy Programme Manager has to report immediately to the Head of Programmes and following to OCCAR-EA Director and/or to the Programme Committee 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.

Sharing of responsibilities among the PM and DPM

According to the LSS Programme Decision, the PM and DPM have to share the responsibilities as follows:

- The Programme Manager shall coordinate common Programme activities with the Deputy. Any document issued by the Deputy Programme Manager dealing with those common Programme activities shall be signed by both the Programme Manager and the Deputy Programme Manager.
- For matters concerning one Participating State only the Programme Manager, or the Deputy, shall be directly responsible and sign the documents, depending on the Participating State concerned.
- The Programme Manager and the Deputy Programme Manager shall keep each other informed to guarantee the proper management of the common Programme activities.
- The Programme Manager and the Deputy shall coordinate to ensure the general coherence of the overall Programme.
- The Programme Manager is in charge of the administrative management of the Programme Division, in coordination with the Deputy.
- The DPM shall act as line manager for the staff working in La Spezia and Castellammare premises and be the signing officer for the respective staff reports.

Provided the above principles regarding the responsibilities sharing with the PM are complied with, the Deputy Programme Manager will:

Achievement of the HLOs

- Be directly responsible for the achievement of the HLOs related to the requirements of the concerned Nation

Programme management

Jointly with the Programme Manager for the common Programme activities and directly for the Programme activities that concern only the Participating State from which the LSS Deputy Programme Manager is a national:

- be responsible to direct the Programme Division (in Castellammare di Stabia and La Spezia premises) according to the terms of the governing BoS and Programme Board Decisions and OCCAR rules;
- Make programme, financial, contractual, technical and ILS/ISS decisions, within the limits established by the OCCAR-EA Director, the Board of Supervisors (BoS) and

Programme Board (PB) decisions and in accordance with approvals given by the Programme Committee.

- Prepare and deliver the Programme Management Plan (PMP) 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.
- Manage qualification testing as well as technical and operational evaluation, co-ordinating with PS representatives as required.
- Manage the PS inter alia through the interface to National Programme Coordinators (NPC) represented in the LSS PWG and lead the PWG.
- Prepare regular reports in accordance with the OCCAR reporting system procedures.
- Manage the preparation and organization of regular and ad hoc PC and PB meetings.
- Establish and maintain the appropriate Programme Divisional processes and procedures to enable ISO 9001 certification process and ensure compliance with this standard.
- Ensure the implementation and application of the OCCAR Risk Management methodology and tools into the Programme Division.
- Coordinate the general concept for Government Quality Assurance (GQA) performance in the Programme with the National Quality Assurance Authorities/Quality Assurance Representative of the PSs.
- Coordinating with Central Office (CO) all necessary activities for the finalisation and implementation of all international arrangements and related amendments.
- Coordinating with CO all necessary PM activities, including contract amendments and management/reporting activities, personnel matters, budget management and security.
- Establish and manage Expert Working Groups (EWGs) on specific topics, as required, requesting the competent national experts through the NPCs.
- Coordinate activities with NPC to ensure appropriate specialist support or GFX are available as required.
- Provide PSs or NPCs, upon their request, with information needed for fulfilling their national obligations relative to the management of the Programme.
- Share lessons learned and best practice with other Programme Divisions and the OCCAR-EA CO 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

Jointly with the Programme Manager for the common Programme activities and directly for Programme activities that concern only the Participating State from which the LSS Deputy Programme Manager is a national:

- Conduct Tendering according to the approved LSS Programme procurement strategy(ies) or compatible individual contract route(s).
- Be responsible for the technical, contractual and financial management of contract(s), ensuring that the objectives regarding performance, time and cost are met.
- Lead contract negotiations with Industry and co-ordinate the preparation of all contract(s) or contract(s) 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 LSS ProgD.

Personnel management

Jointly with the Programme Manager, in accordance with specific arrangements as specified by the relevant Internal Procedures:

- Maintain a robust, effective and efficient LSS PD organisation to deliver the Programme HLOs in a cost efficient manner.
- Manage the LSS PD Personnel in Castellammare, La Spezia and Paris premises; manage their performance and provide strong leadership to build an effective and highly motivated team.
- Participate in the selection process of all LSS PD personnel.
- Establish, develop and maintain team spirit, irrespective of nationalities, in particular by promoting open and honest internal communication within the team at all levels.
- Duty of care in respect of the Health and Safety of all staff members in your part of the Division. As Deputy Programme Manager, the post holder is accountable to the Director for the proper discharge of responsibilities related to H&S for the members of the LSS Division in La Spezia and Castellammare premises, at their work locations and for their 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 5 years in Naval Armament Programme Management with a minimum of 3 years at senior executive level;
- ES 2** Knowledge and experience of the application of programme management disciplines within a true Through Life Management environment with a particular focus on the In Service Support activities;
- ES 3** Experience of contract management (including Integrated Logistic Support branch), working in a commercial environment, managing stakeholder expectations and contractual requirements including the negotiation of amendments;
- ES 4** 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 government official and industrial technical and operational experts;
- ES 5** Expert knowledge and background in engineering disciplines/domain relating to armament programmes.

4.2 Desirable:

- DS 1** Proven experience in International Naval Programme Management;
- DS 2** Knowledge of principles in Risk Management, Life Cycle Costing, Quality Management System and Configuration Control;
- DS 3** Experience in finance management and commercial negotiation processes;
- DS 4** Awareness and knowledge of OCCAR structures, rules and processes.

5. Language Requirements

- ADVANCED level¹ of ENGLISH both oral and written.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

6. Qualifications

Master of Science in Engineering university degree or equivalent. Several years of experience in the activities directly related to the described tasks and in the field of procurement and programme management.

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:

Lorenzo Polisenio (LSS Deputy Programme Manager)

Email: lorenzo.polisenio@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 Careers / Applying.