



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	AI09 - COMMERCIAL AND FINANCE OFFICER
<b>Grade</b>	A3
<b>Division</b>	U212 NFS Programme Division
<b>Section</b>	Commercial and Finance section
<b>Management of Staff</b>	0
<b>Location</b>	Rome, IT
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	23/09/2024
<b>Start Date</b>	01/02/2025
<b>Interview Date</b>	Week commencing on 21/10/2024

#### 1. Background

OCCAR-EA manages the U212 Near Future Submarine (U212 NFS) Programme on behalf of the Italian Participating State. 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, as well as the development of a Lithium Battery System and training equipment.

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 Commercial and Finance Officer shall be responsible for all the Contract/Finance matters related to NFS submarines and associated Training systems. They will report directly to the Programme Manager.

As far as **contract** activities are concerned, they will:

- manage the prime contract and amendments;

- manage relationships with OCCAR Central Office pertaining to contract regulations and procedures including participation to the Commercial Community of Practice;
- manage relationships with the Participating State (PS) for questions concerning contract rules, finance, or taxes;
- give advice to the PM concerning the correct legal execution of the contract;
- address legal or contractual issues arising during the execution of the contract;
- contribute to the contract placement procedure for new contracts and amendments;
- manage any revision or amendment of the Programme Decision (ProgD);
- participate in the OCCAR Commercial Community of Practice.

As far as **finance** activities are concerned, they will:

- prepare the yearly Administrative Budget (AB) and Operational Budget (OB) of the Programme Division;
- prepare Forecasts of Outturns and exercise Budget execution control as per OMP 10;
- prepare Midterm Estimates for Administrative Budget (AB) and Operational Budget (OB) as per OMP 10;
- prepare Administrative and Operational Financial Plans as per OMP 10;
- submit call for funds (CFF) requests to Finance Division to be issued to the PS;
- co-ordinate funding requirements with OCCAR Central Office;
- ensure financial coverage before entering into commercial commitments;
- maintain the consistency and accuracy of the Programme financial status and deliver data to monitor financial performance;
- prepare reports, financial analysis, summaries or forecasts as required by OCCAR financial rules or on a "case by case" basis, if requested;
- support the Board of Auditors in its duties and implement audit recommendations;
- support and provide advice the Programme Manager on financial matters;
- validate Requisitions for Commitment and record relevant data, both for AB and OB;
- validate OB and AB invoices and record relevant data into the ERP system;
- maintain the accuracy of Programme financial records in the ERP;
- participate to all OCCAR finance meetings for the Programme Division;
- manage risks related to the contract and finance aspects in liaison with the Risk Officer, in particular identify and review risks, developed and execute response plans;
- support the PM and Internal Quality Officer in maintaining an effective and efficient Quality Management System;

- support the PM and the Planning & Reporting Officer in drafting documents related to contract and finance aspects.

The post holder will perform any related duties as directed.

### **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** The ability to establish and maintain excellent working relationships at all levels in a multicultural context and with respect for diversity;
- CS 2** Excellent interpersonal and team working skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 3** The ability to work in a changing, developing and demanding environment;
- CS 4** The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities and be able to demonstrate a good 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** Sound and broad knowledge and experience of all areas required to perform the duties and responsibilities, with specific focus on naval defence procurement, especially in financial management of programmes, including budgeting and forecasting, and in contract management;
- ES 2** Thorough experience in utilising spreadsheet calculations for budgeting and forecasting and dedicated financial accounting systems;
- ES 3** Previous working experience in the National Navy General Staff/Naval Armament Directorate;
- ES 4** Proven experience in managing commercial and financial aspects related to contracts;
- ES 5** Proven experience in contracts management (e.g. legal aspects, invoicing, relations with industry etc.) in a complex environment.

#### **4.2 Desirable:**

- DS 1** Knowledge of Financial Accounting principles;
- DS 2** Knowledge of Accrual Accounting methodology;
- DS 3** Knowledge of International Public Sector Accounting Standards (IPSAS);

**DS 4** Experience of internal and external, quality and financial audits;

**DS 5** Experience in international co-operation activities.

## **5. Language Requirements**

- ADVANCED level<sup>1</sup> 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**

A university degree<sup>2</sup> (or equivalent educational level qualification) with several years of experience in the activities directly related to the tasks prescribed is mandatory.

## **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:

Mr. 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).

## **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>.

---

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

<sup>2</sup> It is a University degree of five or six year second cycle (master's) degree (300 or 360 ECTS)