



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	BD01 - MANAGEMENT ASSISTANT – SITE MANAGEMENT ASSISTANT
<b>Grade</b>	B5
<b>Division</b>	LSS Programme Division
<b>Section</b>	-
<b>Management of Staff</b>	0
<b>Location</b>	Castellammare di Stabia, Italy
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	25 September 2024
<b>Start Date</b>	01 December 2024
<b>Interview Date</b>	week commencing 14 October 2024

#### 1. Background

The aim of the Programme is the definition, development, production and initial in-service support of the Logistic Support Ship (LSS).

#### 2. Duties and Responsibilities

##### a. **Management Assistant**

The post holder will report directly to the DPM. They will provide secretarial support to the DPM, the Programme Division and be responsible for all secretarial and administrative matters. In particular they will:

- Act as LSS PD (Castellammare di Stabia Site) Security Assistant.
- Manage documentation held by the LSS PD in accordance with OCCAR-EA security procedures and instructions;
- Handling incoming and outgoing mail;
- Provide administrative support for the LSS PD;

- Respond to enquiries to the Deputy Programme Manager's office;
- Maintain the Deputy Programme Manager's diaries (i.e. meetings, conferences, duty travels);
- File and maintain (in liaison with National Navy Staff Personnel Department) Navy military personnel National records (Staff Report mainly) and relevant documents;
- Draft and type documents/e-mails/faxes on request;
- Maintain the attendance list of the Programme Division
- Coordinate all necessary aspects relevant to the preparation of meetings (i.e. room-booking);
- Ensure complementary support to LSS personnel (e.g. photocopy, faxes).

The post holder will perform any related duties as directed.

## **b. Site Management Assistant<sup>1</sup>**

The LSS – Castellammare di Stabia Site Management Assistant will report directly to the DPM and shall be responsible for the provision of the site support to the LSS Programme Division. This includes the provision, maintenance and supply of infrastructure and services. The post holder will also maintain a close functional link with Central Office divisions in order to ensure the promulgation of "Site wide" policies and procedures.

Within the limits of the delegations received the Site Management Assistant will report directly to the LSS Deputy Programme Manager. They will be responsible for and provide the following services/tasks:

### General:

- Liaise with CSD & Paris Site Manager to coordinate following site related tasks: management of Site Services and service contracts, implementation and management of Health and Safety matters;
- Support the DSO in the implementation and follow up of security regulations;

### Assets management:

- Define general purchase and supply requirements of office services in coordination with Deputy Programme Manager and Finance Officer, where not covered by the rental contract;
- Support the Finance Officer in the identification of suppliers and running of limited competitions and manage the related contracts;
- Manage assets and consumables including keeping inventory including tracking and registering of all assets in FinMaS;

### Administrative budget:

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<sup>1</sup> The post incumbent will be assisting the site management meaning the functional area of site management (not a person/site manager)

- Handle, process invoices and create new vendor account in FMS for administrative budget;
- Support the Finance Officer in the management of the LSS - Castellammare di Stabia Site Administrative budget;

#### Duty Travel:

- Handle administrative tasks regarding the Duty Travel Order and Duty Travel Claim process for LSS PD Staff Members and assess potential impact on the Administrative Budget;
- Book travel tickets and rental cars, accommodations and liaise with internal/external sources responsible for travel arrangements;

#### Personnel management:

- Support the Deputy Programme Manager in the management of local personnel administration (arrival of newcomers) as prescribed by the OCCAR-EA Human Resources Division.

### **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**      Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 2**      The ability to work in a changing, developing and demanding environment;
- CS 3**      The ability to work independently based on objectives set by the line manager;
- CS 4**      The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- CS 5**      Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

### **4. Specialist knowledge and experience required for the post**

(You must provide evidence of meeting these specialist requirements in your Application, Section 11).

#### **4.1 Essential:**

- ES 1**      Secretarial and administrative support experience proven by the results achieved by carrying out duties in the naval domain and for other national/international organizations;
- ES 2**      Experience in managing Navy military personnel National records (e.g. Staff Reports) and relevant documentation;
- ES 3**      Proven capability to draft papers, letters and documents sometimes to tight deadlines;
- ES 4**      Proven Capabilities in management of invoice and assets;

**ES 5** Experience in management of Duty Travel from preparation to the finalization.

4.2 Desirable:

**DS 1** Knowledge and experience of database software MS Access is highly desirable;

**DS 2** Experience in managing Basic Budget, Procurement and Contracts;

**DS 3** Building services management;

**DS 4** Awareness of Through Life Management principles;

**DS 5** Qualification as 'Furiere Segretario' or equivalent.

**5. Language Requirements**

- ADVANCED level<sup>2</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 higher secondary education or equivalent in the activities directly related to the tasks described 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:

Lorenzo POLISENO (LSS Deputy Programme Manager)

Email: [lorenzo.poliseno@occar.int](mailto:lorenzo.poliseno@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>2</sup> The language levels can be found on the OCCAR website, [www.occar.int](http://www.occar.int) Careers / Applying.