



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

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| Post | AG10 - CONTRACT OFFICER |
| Grade | A3 |
| Division | Small Programmes Programme Division |
| Section | Contract & Finance Section, working for LWT Programme |
| Management of Staff | 0 |
| Location | Paris, FR |
| Initial Contract Duration | 3 years |
| Closing Date for Applications | 30 September 2024 |
| Start Date | 01 January 2025 |
| Interview Date | Week commencing on 21 October 2024 |

1. Background

The Small Programmes Programme Division (SP PD) is a matrix organisation, which as of today comprise the following programmes:

- Night Vision Capability (NVC) Programme is a bilateral collaborative Programme for the production and in-service support of night vision goggles on behalf of Belgium (BE) and Germany (DE). The Programme has additional procurements in progress;
- The MU90 Light Weight Torpedo (LWT) Programme is a collaborative Programme on behalf of Australia (AU), France (FR), DE and Italy (IT) for the In-Service Support (ISS) contract to provide the services to support the MU90 torpedo and its associated tools and testbeds; The Programme has important additional procurements in preparation;
- The REACT Programme (Responsive Electronic Attack) is a collaborative Programme, on the basis of indirect award European Defence Industrial Development Programme (EDIDP), which majority is funded by the European Commission (EC) through a Grant Agreement (GA). The collaborative study is managed by OCCAR for DE, IT and Spain (ES); The Programme has a follow-on Stage in preparation, including qualified prototypes;

- The VBAE Programme (Véhicule Blindé d'Aide à l'Engagement) is a collaborative Programme on behalf of Belgium (BE) and France (FR) for the feasibility study, preparation and acquisition of an innovative light armoured vehicle.

Other small programmes could join in the future.

2. Duties and Responsibilities

The Contract Officer is responsible for all activities related to the preparation, drafting and negotiation of contracts to be let to industry being part of a team with the SP Programme Manager (PM), the LWT Project Manager (ProjM) and the SP Contracts & Finance Section Leader (CFSL). The activities also include post award activities related to contracts already in place.

Although the current agreement is that this post will be fully dedicated to the LWT Programme, the dynamics of the SP PD could lead to a rebalancing of workload among its staff if this is agreed by the cost-funding Participating States.

The post holder will be part of the Contract and Finance Section and have the C&F Section Leader as Line Manager, however the incumbent shall be fully dedicated to the LWT contractual matters and will be co-located with and tasked directly by the LWT ProjM for all activities in this Programme. In particular they will:

- Administrate the Programme contracts and any amendments;
- Lead the activities related to any new contract or amendment or Service Level Agreement (SLA) in accordance with the OCCAR management procedures (OMP), rules and regulations (e.g., drafting Invitation to Tender (ITT)/ Request for Quotation (RFQ)/ Request for Information (RFI), contract negotiations and handling, reporting);
- Conduct all post award activities related to contracts/agreements/SLAs already in place such as its administration and configuration control, supervision of contract fulfilment, payment plans and potential payment retention, placing side letters to adapt to modified Customer needs until the closure of contracts;
- Coordinate with the National Pricing Authorities (NPAs) on all pricing related matters;
- Manage relationships with OCCAR Central Office on any question pertaining to contract rules, regulations and procedures;
- Manage relationships with national official services for any question concerning contract rules;
- Handle any contractual issues that may arise during the placement and execution of the contracts;
- Give advice, following a coordination with commercial & legal advisers of Central Office when required to the PM and Project Managers of the SP PD concerning the correct placement and execution of the contracts;
- Monitor, in close coordination with PMSD, the compliance of activities against the Memorandum of Understandings (MoUs) and Programme Decisions (ProgDs), and support the amendment process of MoUs/ProgDs, if required;

- Support the PM, LWT ProjM and CFSL of the SP PD in all contractual activities;
- Support the SP CFSL in the budgetary planning and the preparation of all periodic and ad-hoc Programme reports and presentations including meetings, up to PB-level;
- File contractual correspondence, copies of contracts and all related documents.

The post holder will also:

- Participate in the relevant OCCAR Communities of Practice;
- Coordinate relevant activities between industry, Participating States and OCCAR Central Office in regards to their field of work;

The post holder will perform any related duties and temporary additional tasks as directed by the PM.

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** Knowledge and experience (minimum of 5 years) in the contract preparation and management of procurement activities (e.g., Invitation to Tender (ITT) / Request for Quotation (RFQ) / Request for Information (RFI), contract negotiation and handling, including contract closure);
- ES 2** Knowledge and experience (minimum of 5 years) in contracts management (commercial aspects, terms and conditions, invoicing, relations with industry etc.) in a complex environment;
- ES 3** Experience of working in an Armament Programme in a national or international organisation is required;

ES 4 Sound experience in general programme management (planning, reporting, risk management etc.).

4.2 Desirable:

DS 1 Knowledge of national pricing rules and regulations and pricing activities in armament programmes;

DS 2 Knowledge of Financial Accounting principles;

DS 3 Experience in international cooperation activities;

DS 4 Project Management certifications like PMI PMP, IPMA/GPM Level C or above, PRINCE2 Practitioner or equivalent are highly desirable.

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

A master's degree or equivalent vocational training qualification in the activities directly related to the prescribed duties and responsibilities 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:

Luc RUYSSINCK (SP PD Programme Manager)

Email: luc.ruyssinck@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.