



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	B803 - MANAGEMENT ASSISTANT 3 & FINANCE ASSISTANT
<b>Grade</b>	B5
<b>Division</b>	HORIZON Programme Division
<b>Section</b>	Management
<b>Management of Staff</b>	0
<b>Location</b>	La Spezia, IT
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	14/10/2024
<b>Start Date</b>	01/01/2025
<b>Interview Date</b>	Week commencing on 04/11/2024

## **1. Background**

The HORIZON (HRZ) Programme Division (PD) is in charge of the management of two different Programmes: The Hrz MLU Programme and the FREMM one.

The scope of the HORIZON Programme is the development, production and initial in-service support of the HORIZON ships Class Mid-Life Upgrade (MLU). The FR-IT HORIZON Class is composed of the following 4 vessels:

- 2 French Vessels:
  - o Forbin (FOC);
  - o Chevalier Paul (FOS 1);
- 2 Italian Vessels:
  - o Andrea Doria (FOC 2);
  - o Caio Duilio (FOS 2).

Besides, with a dedicated section, the PD is entitled of the management of development, production and In-Service Support of the European Multi-Mission Frigate (FREMM).

The FREMM Programme is broken down into four ship versions:

- Anti Sous-Marine (ASM) / Frigate de Defense Aerienn (FREDA) versions for FRANCE;
- General Purpose (GP) / Anti Submarine Warfare (ASW) versions for ITALY.

As of 01 January 2025, the French participation to the FREMM Programme will be completed and the Horizon PD will only managing the Italian counterpart to the Programme.

The HRZ PD is located in the Paris area and a Satellite is located in La Spezia (IT).

This post is based in La Spezia, IT.

## **2. Duties and Responsibilities**

The Management Assistant will report to the PM or DPM (to whom has the same nationality) and for what concerns the Italian FREMM Financing to the Finance Officer 1. The post holder will provide secretarial support to the Programme Division related to the FREMM activities for the SMs based in the Italian satellite and support to the Finance Officer 1.

In particular they will:

- Answer incoming enquiries to the Programme Manager's office;
- Coordinate diaries (i.e. meetings, conferences, duty travels) and ensure complementary support to PD personnel (e.g. photocopy, faxes) related to the FREMM Programme;
- File and maintain personnel records and relevant documents to the Italian Satellite and Programme Division related to the FREMM programme;
- Handling incoming and outgoing mail;
- Draft and type documents/e-mails/faxes on request;
- Maintain and keep up-to-date the attendance list of the Programme Division;
- Coordinate all necessary aspects relevant to the preparation of meetings (i.e. room-booking);
- Act as Assistant Designated Security/COMSEC Official (assistant DSO) PD La Spezia satellite;
- Manage documentation held by the P.D. in accordance with OCCAR-EA security procedures and instructions;
- Manage all necessary aspect related the use/maintenance of La Spezia site OCCAR Staff car;
- Provide for administrative support for the P.D.;

- Manage duty travel forms issued for the Programme Division staff and liaise with internal/external sources responsible for travel arrangements;
- Hold the OCCAR credit card with responsibility for local purchases.

In addition, they support the Finance Officer 1 for the following duties:

- Managing the PD contracts and any amendments;
- Draft the yearly Administrative Budget (AB) and Operational budget (OB);
- Prepare the Forecasts of Outturns at given dates and exercise Budget execution control;
- Prepare the Midterm Estimates for the AB and OB;
- Prepare Administrative and Operational Financial Plans (Cost Estimates on the whole duration of the programme);
- Propose to the Finance Division of Central Office the OB related call for funds to be issued;
- Co-ordinate funding requirements with OCCAR-EA Central Office;
- Keep the financial status of the Programmes up to date and deliver data for monitoring the financial performance indicators;
- Prepare reports, financial analysis, summary or forecasts as required by OCCAR financial rules and on a case-by-case basis if requested;
- Check the Requisitions for Commitment and enter all relevant data, for contracts (OB) impacting on OB or AB costs;
- Check the invoices and enter all relevant data into the accounting system, for both AB and OB, to enable payment after PM/DPM (if not delegated);
- Check the invoices and manage all relevant financial data into the accounting system for AB costs.

They will participate to all OCCAR Finance and Contract relevant meetings if and when requested.

### **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 10 and 11).

##### **4.1 Essential:**

- ES 1** Executive ability proven through the results attained performing jobs in this field for other national/international organisations;
- ES 2** Experience to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office suite Software;
- ES 3** Proven capability to draft papers, letters and documents sometimes to tight deadlines;
- ES 4** Proven experience with spreadsheet calculation and dedicated financial accounting databases.

##### **4.2 Desirable:**

- DS 1** Experience of internal/external quality/financial audits;
- DS 2** Experience in international co-operation activities and intercultural relationships;
- DS 3** Experience in international programmes and co-operation activities;
- DS 4** Experience in maritime systems procurement activities (contract management).

#### **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**

High / Secondary school certificate or equivalent (mandatory).

#### **7. Security Clearance**

Security clearance at OCCAR Secret level is required for this post.

---

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

## **8. Applications and Points of Contact**

For further information regarding this Post, please contact:

Luigi Durante (Programme Manager)

Email: [luigi.durante@occar.int](mailto:luigi.durante@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>.