



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

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| Post | BI01 – MANAGEMENT ASSISTANT |
| Grade | B5 |
| Division | U212 NFS Programme Division |
| Section | N/A |
| Management of Staff | 0 |
| Location | Rome, IT |
| Initial Contract Duration | 3 years |
| Closing Date for Applications | 28 November 2024 |
| Start Date | 01 April 2025 |
| Interview Date | Week commencing on 13 January 2025 |

1. Background

OCCAR-EA manages the U212 Near Future Submarine (U212 NFS) Programme on behalf of the Italian Participating State (PS). The Programme scope includes the Development, Production and Initial In-Service Support (10-years of support for each submarine including spare parts) phases for four U212 NFS submarines, the development of the new submarine training center (Submarine Combat Training Team and Submarine Control Simulator) as well as the design and development of a Lithium Battery System.

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 post holder will report directly to the Programme Manager and will provide secretarial support to the Programme Manager, to the Programme Division and will be responsible for all secretarial and administrative matters. In particular, the Management Assistant will:

- Act as U212 NFS Programme Division Security Assistant;

- Manage documentation held by the U212 NFS Programme Division in accordance with OCCAR-EA security procedures and instructions;
- Handle incoming and outgoing mails and emails;
- Provide administrative support for the U212 NFS PD;
- Respond to enquiries to the Programme Manager's office;
- Maintain the 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);
- Provide complementary support to U212 NFS personnel;
- Forward personnel issues to Human Resources Division following PM indications;
- Act as U212 NFS Programme Division Information and Communication Technology Focal Point Assistant;
- Act as U212 NFS Programme Division Health & Safety Assistant;
- Support the Programme Manager and Internal Quality Officer in maintaining an effective and efficient Quality Management System;
- Support the Programme Manager and the Planning & Reporting Officer in the related documentation drafting for all Site aspects;
- Support the DSO in the implementation and follow up of security regulations;
- Define general purchase and supply requirements of office services in coordination with Programme Manager and Commercial and Finance Officer, where not covered by the rental contract, if required;
- Manage assets and consumables including keeping inventory, tracking and registering of all assets in Financial Management System;
- Support the Commercial and Finance Officer in the management of the U212 NFS Administrative budget;
- Handle administrative tasks regarding the Duty Travel Order and Duty Travel Claim process for U212 NFS Programme Division 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;
- Support the Programme Manager in the management of local personnel administration (arrival of newcomers) as prescribed by the OCCAR-EA Human Resources Division.

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** 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, Sections 10 and 11).

4.1 Essential:

- ES 1** Experience related to the required tasks proven through the results attained performing jobs in this field for other national/international organisations;
- ES 2** Experience in managing personnel records and relevant documentation;
- ES 3** Proven capability to draft papers, letters and documents;
- ES 4** Proficiency in the use of spreadsheet calculation and writing applications;
- ES 5** Previous experience as administrative assistant in an office of the Navy General Staff, Naval Armament Directorate or other central Navy /National Armament Directorate organs.

4.2 Desirable:

- DS 1** Good knowledge of national/international security regulations/policies;
- DS 2** Knowledge of complementary defence structures and organizations;
- DS 3** Experience in inventory keeping;
- DS 4** Experience in organizing meeting/events/committees.

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 higher secondary education or equivalent in the activities directly related to the tasks prescribed 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:

Maurizio Cannarozzo (U212 NFS Programme Manager)

Email: 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, 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.