



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	A905 - PROGRAMME CONTROL, COMMERCIAL AND FINANCE SECTION LEADER
Grade	A4
Division	ESSOR Programme Division
Section	PROGRAMME CONTROL, COMMERCIAL AND FINANCE SECTION
Management of Staff	1
Location	Bonn, DE
Initial Contract Duration	9 months (further extension is possible, subject to the signature of the ESSOR Programme Decision)
Closing Date for Applications	04 November 2024
Start Date	01 January 2025
Interview Date	Week commencing on 18 November 2024

1. Background

The aim of the ESSOR Programme is to enable military Software Defined Radios (SDR) of different radio manufactures to interoperate (in plain or encrypted mode) through the adoption of the same Software Communications Architecture (SCA) and the jam resilient software called waveforms. The activities carried out by the ESSOR Programme are:

- Contribute to the development of an autonomous European Defense Technological Industrial Base in SDR through the establishment of the normative referential required for the development and production of a military SDR in Europe;
- Define and maintain a referential system architecture for ESSOR shared at European level and develop an associated certification and testing environment;
- Develop a complete family of SDR applications providing interoperability to tactical communications in all the battlespace;
- Develop and maintain a through Life Management (TLM) approach ensuring the maximization of the benefits to the Programme Participating States throughout the entire lifecycle of the developed systems;

- Support the standardisation efforts of the ESSOR products in the relevant fora (e.g., NATO, EDA, Wireless Innovation Forum, FMN).

The tasks carried out within the ESSOR Programme addresses the following activities for the ESSOR Architecture and the ESSOR waveforms:

- Development and test of new waveforms;
- Standardisation of the ESSOR waveforms;
- Management of the ESSOR Product lifecycle through functions like ILS, Requirements Management, Information Lifecycle Management, Life-cycle cost Estimate;
- Preparation of subsequent Programme stages.

2. Duties and Responsibilities

The Programme Control, Commercial and Finance Section Leader is responsible to the Programme Manager for all aspects of programme control (scheduling, quality, reporting...), Contracts and Finance, and for all business planning and reporting aspects of the programme (Internal and External).

In particular, they will be responsible for:

- Supporting the Programme Manager (PM) in the management of the ESSOR Programme;
- Ensuring the financial planning, control and forecast activities, and financial reporting are performed in accordance with OCCAR-EA processes, Finance Division guidelines and deadlines;
- Leading and supervising all the contractual and financial aspects with Industry and with Nations;
- Supervising and promoting the elaboration and maintenance of all the divisional instructions, plan and reports according to OCCAR Management Procedures (OMPs);
- Contributing to the elaboration of the Corporate procedures, guides, plan and reports as requested by OCCAR-EA;
- Liaising with Nations and Industry on all Commercial and Financial activities;
- Leading, in co-ordination with PMSD, the negotiation of Terms & Conditions for new contracts, in accordance with the relevant OCCAR OMPs;
- Reporting on Key Performance Indicators;
- Establishing and maintaining the programme master schedule and roadmap;
- Supporting the standardisation of the ESSOR waveforms;
- Managing and supervising the staff assigned to the Section;
- Ensure effective control of Financial Commitments and related matters, in co-ordination with FD;
- Support Finance Division in all Financial audits related to the programme.

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** Executive management skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a 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** Experience in contract negotiation, finance and management;
- ES 2** Knowledge and experience in business planning and reporting;
- ES 3** Knowledge of methodologies and tools used in Programme Management;
- ES 4** Broad experience of working in an international environment.

4.2 Desirable:

- DS 1** Training in programme management such as, or equivalent to, PRINCE2 or PM2;
- DS 2** Knowledge of corporate ERP functions and structures such as but not limited to SAP/MS Dynamics;
- DS 3** Knowledge of the Intellectual Property Rights associated with Software development;

- DS 4** Knowledge of the international regulation concerning Export Control in the military field;
- DS 5** Experience in standardisation, especially at NATO level.

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 university degree or equivalent qualification in the activities directly related to the described tasks 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:

Serge DEBONO (ESSOR Programme Manager)

Email: serge.debono@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.