



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	AK05 – CONTRACT OFFICER
<b>Grade</b>	A3
<b>Division</b>	MMPC Programme Division
<b>Section</b>	Commercial & Finance Section
<b>Management of Staff</b>	-
<b>Location</b>	Paris area, France
<b>Initial Contract Duration</b>	2 years (A possible Extension of the Initial Contract Duration is subject to the signature of the ProgD)
<b>Closing Date for Applications</b>	13/11/2024
<b>Start Date</b>	01/02/2024
<b>Interview Date</b>	Week commencing on 02/12/2024

#### 1. Background

The Modular and Multirole Patrol Corvette (MMPC) is a five nation Programme for France, Greece, Italy, Norway and Spain, aiming to procure a new Class of military ship, in order to accomplish, with a modular and flexible approach, a large variety of tasks and missions.

The ship has been foreseen as a multipurpose "Second line ship" (according to NATO nomenclature: Limited Warship Unit) based on a mono-hull concept, which will have the capacity to support and accommodate different weapon systems and the various payload compatible with a variety of assigned missions.

The programme is part of the PESCO project "European Patrol Corvette (EPC)".

The Programme started on 29<sup>th</sup> November 2023 with a first stage (Preparation and Definition phases) related to Concept, Feasibility and initial Design which would have a total duration of 24 months. Full Development and Production phases will be included in the following "Stage 2", whose integration is currently ongoing.

Stage 1 is partly funded by the European Commission (EC) through the European Defence Fund (EDF). A grant was awarded to the offer presented by the EPC1 Consortium under

the Work Programme 2021. This EDF Grant is under indirect management, entrusted to OCCAR by a Contribution Agreement (CA). The management of the grant is ruled by a Grant Agreement (GA) signed between OCCAR, as Granting Authority, and the industrial consortium. The funds provided by the Participating States is governed by a Linked Procurement Contract (LPC).

In May 2024, the EC has selected the offer presented by the new EPC2 Consortium to be awarded with a grant, co-funding an action related to the Stage 2. This grant will be also under indirect management, being OCCAR the entrusted Grant Authority. The contractual documents required to implement this grant (Contribution Agreement-CA, Grant Agreement-GA and Link Procurement Contract-LPC) are to be prepared, negotiated and signed in the following months (by November 2025), together with the integration of the Stage 2 and the negotiation of the additional contracts (National and/or Cooperation Contracts) required to complete the production of the first series of vessels.

CALL 2 Contracts (GA + LPC) are scheduled to enter into force by December 2025.

In this context, the Commercial & Finance Section is responsible for all contractual, commercial and financial activities of the Division, including the activities related to the role of OCCAR as "Granting Authority", under the powers delegated by the European Commission, and as "Contracting Authority", acting in the name and on behalf of Participating States. The Contract Officer contributes to this task, specifically in the contractual and commercial activities and collaborating to the financial activities related to contracts.

The MMPC Programme Division is located in the Paris area.

## **2. Duties and Responsibilities**

The post holder will report to the Programme Manager (PM).

As far as contractual activities are concerned, in collaboration with the Finance & Contract Officer, and with the support of contractual specialists from Central Office and National Official Services (the scope and organisation of this support is detailed in the Programme Management Plan), the post holder will:

- manage the PD contracts (GAs, LPCs and additional contracts), as well as any amendments to them;
- manage relationships with OCCAR Central Office on any question pertaining to contract rules, regulations and procedures;
- manage relationships with European Commission for any question concerning grant management;
- contribute to the reports to be submitted to the European Commission;
- manage relationships with National Official Services and EU for any question concerning contract rules, finance, or taxes;
- give legal advice to the PM concerning the correct legal execution of the contracts;
- manage the successive versions of the signed contracts and store originals of all contracts led by the Programme Division;

- handle any legal or contractual issues that may arise during the execution of the contracts;
- take part in the establishment of any additional Agreements, Contracts and Orders, taking into account OCCAR rules and regulations;
- support the PM in all contractual activities regarding MMPC;
- file all contractual relevant correspondence/documents/paperwork;
- participate in the OCCAR Commercial Community of Practice (CCoP).

As far as financial activities are concerned, in collaboration with the Finance & Contract Officer, the post holder will:

- draft the Programme Division yearly Operational budget;
- prepare the Forecasts of Outturns at given dates and exercise Budget execution control;
- prepare the Midterm Estimates (4 years' timeframe) for the Operational Budget (OB);
- prepare Operational Financial Plans (Cost Estimates on the whole duration of the programme);
- propose to the Finance Division of Central Office (CO) the OB related call for funds to be issued;
- Contribute to audits in the domain they are responsible for raised by the Board of Auditors and any other auditing entity and implement the recommendations;
- co-ordinate funding requirements with OCCAR CO;
- keep the financial schedule of the Programme up to date, in the Financial System, for the Operational part of the Programme;
- 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);
- check the invoices and enter all relevant data into the accounting system, for the OB, to enable payment after validation of the relevant authorities;
- prepare the authorisation of payments of the OB invoices;
- monitor the acceptance for all technical keys for payment with support of other sections of the PD, taking care of the contractual deadline to take position, in order to prepare the contracting authority decision report;
- assess the staff member duty travel claims by applying OCCAR and internal Programme Division quality management system;
- Participate in all OCCAR Finance relevant meetings if and when requested.

If necessary, they will take on temporary additional tasks for activities, as required by the Programme Manager.

### **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 relations 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 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, Section 10 and 11).

#### **4.1 Essential:**

- ES 1** Good experience in contract management, in the naval domain, including negotiation and legal aspects in a complex environment; with experience of at least 3 years in this area before taking office;
- ES 2** Experience in financial aspects related to Complex Acquisition Programmes including budgeting and forecasting; with experience of at least 2 years;
- ES 3** Experience of working with the customer governmental official technical and/or operational experts.
- ES 4** Knowledge on specific aspects of multinational programmes such as export control and Industrial Property Rights (IPRs) usual contractual practices;

#### **4.2 Desirable:**

- DS 1** Knowledge and practice of Excel and Accounting software (Dynamics AX, Navision, Oracle, SAP, or similar);
- DS 2** Experience in international co-operation activities and intercultural relationships;
- DS 3** Knowledge of financial accounting principles;
- DS 4** Knowledge of financial/accrual accounting methodology and International Public Sector Accounting Standards (IPSAS);
- DS 5** Knowledge of the OCCAR Through Life Management concept.

## **5. Language Requirements**

- Advanced level of English both oral and written.<sup>1</sup>
- Adequate knowledge of any other OCCAR language would be an asset.

## **6. Qualifications**

A university degree (or equivalent educational level qualification) and experience in the activities directly related to the prescribed tasks.

## **7. Security Clearance**

National 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:

Mr Andrea Millerani (Programme Manager MMPC)

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