



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	A013 - COMMERCIAL & POLICY SECTION LEADER
Grade	A5
Division	Programme Management Support Division
Section	Commercial & Policy Section
Management of Staff	8
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	30 January 2025
Start Date	01 August 2025
Interview Date	Week commencing on 24 February 2025

1. Background

OCCAR-EA facilitates and manages collaborative European armament Programmes through their life cycle and continuously improves the effectiveness of collaborative defence equipment programme management.

The Programme Management Support Division (PMSD) is broadly responsible for:

- Maintaining programme, contract and risk management policies, procedures and guidance;
- Supporting Programme Managers in commercial, legal, risk and programme management-related matters;
- Providing the OCCAR-EA Director and Head of Programmes with assurance on these matters and, more generally, independent advice on programme-related matters;
- Integrating new programmes into OCCAR and support the integration of new programme stages and Participating States into OCCAR programmes;
- Lead cross-cutting programme-related tasks;
- Manage programmes for which a Programme Management Cell has been established.

The Commercial and Policy (C&P) Section sits within PMSD and is responsible for all contractual and legal activities associated with the above tasks.

2. Duties and Responsibilities

The Commercial & Policy Section Leader is the custodian of OCCAR Policy for all contract-related matters. They are responsible for leading the commercial and legal activity of PMSD.

More specifically, they will:

- Lead a team comprising eight Commercial & Legal Officers (CLOs). This will include managing change, ensuring the team is aligned with OCCAR-EA's strategic direction, providing guidance, advice and support to the team, ensuring the team's professional development, cultivating teamwork and acting as line manager;
- Lead on the update/improvement of OCCAR Management Procedures (OMPs), Internal Procedures and Internal Guidance, in particular the procedures for Procurement and Contract Placement;
- Ensure sharing of lessons learned and best practices in the fields of contractual and legal matters across PMSD and the Programme Divisions;
- Oversee and assure the contractual procedures linked to the integration of new programmes, led by CLOs entrusted to:
 - Draft complex contracts, advise on the associated annexes (e.g., statement of work) and ensure consistency of the whole contract document,
 - Conduct negotiations with industry, as determined by the negotiation manager,
 - Manage the circulation of sensitive commercial information during a competitive tendering process,
 - Manage the configuration of the contract during its preparation and produce a contract presentation report,
 - Ensure the contractual process and contract terms and conditions are compliant with OCCAR rules and regulations, and the applicable national law;
- Oversee and assure the legal activities for the integration of new programmes and new programme stages into OCCAR, including the preparation of the associated association agreements (e.g., Letter of Offer / Letter of Acceptance) and of Programme Decisions and the support to the Prospective Participating States in the drafting/negotiating of Memorandum of Understandings;
- Support the Programme Divisions and Central Office in the preparation, negotiation and management of contracts, including the handling of any contractual issue that may arise during the execution of the contract;
- Ensure provision of advice to the Head of PMSD during the scrutiny of contractual acts signed by OCCAR-EA Director in line with OCCAR-EA Director and Head of Programmes assurance expectations, and, more generally, provision of commercial and related legal advice intended for OCCAR-EA Director and Head of Programmes;

- Oversee and ensure support to OCCAR-EA Central Office and Programme Divisions on the commercial and legal impact of EU activities on OCCAR-EA business (e.g., European Defence Industrial Development Programme and European Defence Fund);
- Lead cross-cutting commercial and legal tasks such as Global Balance reporting.

In performing the above duties, the Commercial & Policy Section Leader will:

- Establish and develop 'business partner' relationships with OCCAR-EA Programme Divisions and foster functional working relationships, while ensuring the necessary independence to provide programme assurance;
- Coordinate with the OCCAR-EA Central Office, in particular the Legal Adviser, the Business Development and Strategy Office, the Planning and Reporting Office, the Finance Division, the Corporate Support Division and within PMSD.

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 ability proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent leadership, interpersonal and team working 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** An extensive experience (minimum of five years) of applying procurement procedures, drafting, negotiating and managing contracts, particularly in the field of defence procurement in one or more of the OCCAR Member States or in an international organisation;

- ES 2** Sound experience in managing the legal matters relating to contracts (e.g., Terms and Conditions; procurement rules and regulations, etc.);
- ES 3** Experience of working in a multinational, project/programme management environment;
- ES 4** Experience in drafting or negotiating international agreements/arrangements;
- ES 5** Sound experience of drafting or enforcing procurement policy and procedures.

4.2 Desirable:

- DS 1** Experience in cost analysis, audit and price investigation;
- DS 2** Knowledge of the legal and national legislation related to procurement contracts;
- DS 3** Knowledge of EU procurement regulations and an awareness of European defence-related structures and organisations;
- DS 4** Practical experience of successfully leading change;
- DS 5** Practical experience of successfully working in a matrix management organisation.

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 required.

7. **Security Clearance**

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

¹ The language levels can be found on the OCCAR website, www.occar.int Careers / Applying.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Jean-Philippe DUFOUR (Head of PMSD)

Email: jean-philippe.dufour@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>.