



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	A044 - HEAD OF INFORMATION DIVISION
<b>Grade</b>	A5
<b>Division</b>	Information Division
<b>Section</b>	-
<b>Management of Staff</b>	21
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	28 February 2025
<b>Start Date</b>	01 June 2025
<b>Interview Date</b>	Week commencing on 17 March 2025

#### 1. Background

The Information Division (ID) is responsible for providing services related to Information and Communication Technology (ICT) and Information Management (IM) to support and enable the Programme Divisions and the Central Office to carry out the core activities of OCCAR-EA efficiently and effectively.

This includes all matters relating to ICT and IM, including the management of IT infrastructure, cybersecurity, data protection, digital communication systems, collaboration tools, software applications, knowledge management, data governance, and ensuring the secure and compliant handling of all information across OCCAR-EA.

#### 2. Duties and Responsibilities

The Head of Information Division (HoID) supports the Deputy Director in the day-to-day operation of OCCAR-EA in his responsibilities as Chief Information Officer (CIO). The incumbent will be a member of the Board of Managers.

To this end, the Head of Information Division will report to the Deputy Director and will be responsible for the following:

#### General

- Support the CIO in all his tasks and responsibilities;
- The definition of corporate policies and strategies in the fields of ICT as well as IM;
- Supervision of both implementation of these policies and strategies and day-to-day business related to their areas of responsibility;
- Establish and maintain the appropriate processes and procedures to enable/maintain ISO:9001 certification and ensure compliance with this standard;
- The planning and management of the administrative budget required in the two fields mentioned above, in order to ensure that OCCAR-EA is able to execute its mission and to function in an effective and efficient manner;
- Manage contracts and relationships with external vendors and service providers, ensuring the efficient and cost-effective delivery of IT services;
- The identification and management of risks and opportunities for improvement relevant to corporate activities in their field of action;
- The management of Information Division staff;
- Drive digital transformation initiatives to modernise IT infrastructure, digitalise processes and enhance capabilities across OCCAR-EA;
- Be responsible for the implementation of the Quality Management System;
- Have the duty of care in respect of the Health and Safety of all staff members in ID. They are accountable to the Director for the proper discharge of these responsibilities for all members of the ID, at all work locations and for all assigned activities;
- Submit, in accordance with the OCCAR Financial Rules, any proposals for write-off against the Administrative Budget to Head of Finance Division, irrespective of the related value;
- Provision of inputs and reports to the OCCAR Boards and Committees on matters related to their tasks as directed by the Deputy Director/ Director;
- Provision of support to the Deputy Director and Director on wider issues as the need arises.

#### Information and Communications Technology

- Establishment of ICT concepts, policies and strategies in compliance with security regulations to support of Programme Divisions and the Central Office, within the wider framework of the OCCAR-EA Information Management Concept, issued by the CIO and OCCAR-EA's Corporate Communication & Information Systems (OCCIS) governance;
- Ensure that all IT operations are in full compliance with OCCAR-EA's internal policies, as well as applicable regulations, security standards, and industry best practices;

- Oversight and control of the establishment and implementation of the OCCAR-EA ICT Plan (ICT Support contracts as well as hardware and software tools to be acquired and installed in order to provide OCCAR-EA with the capability to fulfil its functions in the area of management of programmes, personnel, contracts, finance, etc.);
- Oversee the design, implementation, and maintenance of OCCAR-EA's IT infrastructure, including networks, servers, data centres, cloud solutions and their related cyber security, to ensure seamless operation and high availability;
- Lead and monitor ICT innovation projects to identify and integrate new technologies that improve operational efficiency and support OCCAR's Programmes and Divisions;
- Communicating progress of the ICT Plan to OCCAR-EA's CIO, Programme Managers and other Heads of Division.

#### Information Management

- Oversee the management of all digital and physical information assets within OCCAR-EA, ensuring that they are stored, accessed, and shared in accordance with OCCAR policies and the information management plan;
- Facilitate close collaboration between the ICT section, OCCAR-EA's business units, and external partners to ensure that IT solutions meet user needs and align with programme and central office requirements;
- Ensure that the Information & Project Coordination Manager (ICM) identifies information management gaps, defines requirements and provides effective solutions to support OCCAR-EA business processes;
- Drive continuous improvement in the organisation's information management practices, promoting data integrity, accessibility, and proper lifecycle management;
- Promote a data-centric culture within the organisation, encouraging all departments to recognise the strategic value of information and manage it effectively;
- Develop and implement training programs for OCCAR-EA staff, ensuring that all employees are aware of best practices related to information handling, data security, and compliance.

### **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** Proven leadership experience, ideally including leading geographically dispersed staff;
- ES 2** Wide knowledge and experience in corporate information and technology management with a minimum of 3 years' experience at a senior level;
- ES 3** Wide knowledge and experience in managing complex projects in ICT domain and ensuring that they meet the requirements of the stakeholders, taking into account security aspects;
- ES 4** Proven experience of financial planning, management and contractual matters preferably related to ICT and IM projects;
- ES 5** Extensive experience in IT governance, risk management, compliance, and handling highly sensitive (classified) data and information.

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

- DS 1** A sound knowledge of and practical experience with ICT and IM related requirements and configuration management;
- DS 2** Proven experience and knowledge on international and national regulations related to ICT and IM;
- DS 3** Awareness of defence related structures and organisations and knowledge of the security rules and regulations generally applicable to international organisations;
- DS 4** Experience in modelling and optimisation of corporate processes;
- DS 5** Experience in leading contract negotiations, including both technical and commercial aspects, and in managing contractors and their performance.

## **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**

A university degree or equivalent, or the necessary experience in the activities directly related to the prescribed tasks.

## **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:

Massimo SCIALPI (Deputy Director)

Email: [massimo.scialpi@occar.int](mailto:massimo.scialpi@occar.int)

or

Sobia MIRZA (Head of Human Resources Division)

Email: [sobia.mirza@occar.int](mailto:sobia.mirza@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 [application@occar.int](mailto:application@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.