



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	BC01 - MANAGEMENT ASSISTANT
Grade	B5
Division	PPA Programme Division
Section	N/A
Management of Staff	0
Location	La Spezia, IT
Initial Contract Duration	3 years
Closing Date for Applications	10/03/2025
Start Date	01/07/2025
Interview Date	Week commencing on 07/04/2025

1. Background

The aim of the Programme is the definition, development, production and initial in-service support of 7 Pattugliatore Polivalente d'Altura (PPA).

The PPA Programme Division is located in La Spezia, Italy.

2. Duties and Responsibilities

The post holder will report directly to the PM. They will provide secretarial support to the PM, to the Programme Division and will be responsible for all secretarial and administrative matters. In particular, they will:

- Act as PPA PD Security Assistant;
- Manage documentation held by the PPA PD in accordance with OCCAR-EA security procedures and instructions;

- Handle incoming and outgoing mail;
- Provide administrative support for the PPA 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);
- Ensure complementary support to PPA personnel;
- Manage all aspects related to the use/maintenance of PPA PD staff car;
- Act as PPA PD ICT Focal Point Assistant;
- Act as PPA PD H&S Assistant;
- Support the PM and Internal Quality Officer in maintaining an effective and efficient Quality Management System;
- Support the PM and the Planning & Reporting Officer in the related documentation drafting for all Site aspects;
- Support the La Spezia Site Management Assistant when requested by the PM.

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** 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, Sections 10 and 11).

4.1 Essential:

- ES 1** Executive ability proven through the results attained performing jobs in this field for other national/international organisations;
- ES 2** Experience in managing Navy military personnel National records and relevant documentation;
- ES 3** Proven capability to draft papers, letters and documents;
- ES 4** The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- ES 5** Previous experience as "Secretary" at Navy General Staff/ Naval Armament Directorate or other central Navy/DNA Organs.

4.2 Desirable:

- DS 1** Basic experience in activities linked to Budgets, Procurements and Contracts;
- DS 2** Experience in inventory keeping;
- DS 3** Experience in site services management;
- DS 4** Experience in organizing meeting/events/committees;
- DS 5** Experience in managing military personnel evaluation documents.

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 is mandatory.

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:

Andrea Benedetti (Programme Manager)

Email: andrea.benedetti@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.

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>.