



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	A801 – PROGRAMME MANAGER
Grade	A5*
Division	HORIZON Programme Division
Section	N/A
Management of Staff	23
Location	Paris, FR
Initial Contract Duration	3 years
Closing Date for Applications	28/03/2025
Start Date	01/09/2025
Interview Date	Week commencing on 05/05/2025

1. Background

The HORIZON (HRZ) Programme Division (PD) is in charge of the management of two different Programmes: The HRZ MLU (Mid-Life Upgrade) Programme and the FREMM one.

The scope of the HORIZON MLU Programme is the development, production and initial in-service support of the HORIZON ship Classes for France and Italy. The HORIZON Classes consist of the following 4 vessels:

- 2 French Vessels:
 - Forbin (FOC);
 - Chevalier Paul (FOS 1).

- 2 Italian Vessels:
 - Andrea Doria (FOC 2);
 - Caio Duilio (FOS 2).

Besides, with a dedicated section, the PD is entitled of the management of development, production and In-Service Support of the European Multi-Mission Frigate (FREMM).

The FREMM Programme is broken down into different ship versions:

- Anti Sous-Marine (ASM) / Frigate de Defense Aerienne (FREDA) versions for FRANCE;
- General Purpose (GP) / Anti-Submarine Warfare (ASW) /Anti-Submarine Warfare enhanced (ASW enhanced)/ Evolution (EVO) versions for ITALY.

As of 01 January 2025, the French participation to the FREMM Programme will be completed, except for some remaining contractual activities to be completed during the 2025, and the Horizon PD will only managing the Italian counterpart to the Programme.

The HRZ PD is located in the Paris area and a Satellite is located in La Spezia (IT).

This post is based in Paris area (FR).

2. Duties and Responsibilities

The HORIZON Programme Manager (PM), together with the Deputy Horizon MLU Programme Manager (DPM), is responsible for the management of the HORIZON Programme to the OCCAR-EA Director through the OCCAR-EA Head of Programmes.

Within the framework of the delegation given to the PM, the PM has the accountability and responsibility to achieve the Programme's general and specific High Level Objectives (HLOs) and management objectives as set through OCCAR rules.

The Programme Manager's duties and responsibilities include:

Sharing of responsibility among the PM and DPM

According to the HORIZON Programme Decision, the PM and DPM have to share the responsibilities as follows:

The Programme Manager and their Deputy shall coordinate for common Programme activities. Any document issued by the Programme Manager dealing with those common Programme activities shall be signed by the Programme Manager and their Deputy.

For matters concerning one Participating State only, the Programme Manager, or their Deputy shall directly be responsible and sign the documents, depending on the Participating State concerned. They shall keep each other informed to guarantee the proper management of the common Programme activities.

The Programme Manager and their Deputy shall coordinate to ensure the general coherence of the overall Programme.

The Programme Manager is in charge of the administrative management of the Programme Division, in coordination with their Deputy.

Provided the above principles regarding the responsibilities sharing with the DPM are complied with, the Programme Manager will:

Achievement of the HLOs

- be directly responsible for the achievement of the HLOs related to the requirements of the Participating State from which they are a national.

Programme management

Jointly with the Deputy Programme Manager for the common Programme activities and directly for the Programme activities that concern only the Participating State from which they are a national:

- be responsible to direct the Programme Division (in Paris, and La Spezia premises) according to the terms of the governing Board of Supervisors (BoS) and Programme Board Decisions and OCCAR rules;
- be responsible for the fulfilment of requirements;
- be responsible for the cost-effective management of all aspects of the Programme to ensure that optimum performance is delivered and objectives are met;
- be responsible for the day-to-day management of the Programme: configuration control, risks, quality, through life management;
- co-ordinate and follow up industrial qualification tests as well as technical and operational evaluation;
- establish and lead Programme Working Groups in order to maintain an interface with the Participating States;
- make proposals with regard to the Programme Procurement Strategy;
- prepare and implement the Programme Management Plan as part of the overall Business Plan of the OCCAR Executive Administration;
- prepare regular reports in accordance with the OCCAR reporting system. Ensure the implementation of OCCAR Risk Management methodology and tools into the Programme Division;
- propose and implement (once approved) the logistics concepts and policy for In Service Support of the Programme;
- be responsible for the implementation of the Quality Management System;
- share lessons learned and best practice with other Programme Divisions and the Central Office with a view to innovating and achieving excellence in all aspects of programme management.

With National Programme Co-ordinators (NPCs) with whom interfaces are necessary:

- co-ordinate the activities;
- manage the interface configuration.

Contracts and Finance

Jointly with the DPM for the common Programme activities and directly for Programme activities that concern only the Participating State from which they are a national:

- prepare and execute both the operational and the administrative budget for the Programme;
- be responsible for the technical, contractual and financial management of the Prime Contract, in accordance with the provisions of the Prime Contract and of the Programme Decisions;
- be responsible for the overall contractual process in accordance with existing OCCAR rules and procedures;
- lead the contract negotiations with industry and co-ordinate the preparation of contracts;
- oversee the execution of contracts, and ensure that the objectives regarding performance, time schedules and costs are met;
- certify that the work to be done by the industry as stated in the contracts has been completed as prescribed and that the relevant invoices are valid.

Personnel management

Jointly with the DPM, taken into account specific arrangements as specified by the relevant Internal Procedures:

- participate in the personnel selection process of all HORIZON PD personnel;
- line manage all HORIZON PD personnel, manage their performance and provide strong leadership to build an effective and highly motivated team that delivers its objectives;
- establish, develop and maintain team spirit, irrespective of nationalities, in particular by promoting open and honest internal communication within the team at all levels;
- duty of care in respect of the Health and Safety of all staff members in their PD.

Health and Safety management

As Programme Manager they are accountable to the Director for the proper discharge of responsibilities related to H&S for all staff members of the HORIZON Programme Division, at all work locations and for all assigned activities.

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** Previous experience in major defence programme procurement (preferably concerning Naval Programmes) with a minimum of 5 years of employment at senior executive level in national armament direct Procurement;
- ES 2** Previous experience in major Programme Management (preferably concerning Naval Programmes): contract award and negotiation, relations with industrial and governmental stakeholders;
- ES 3** Proven knowledge and experience in Contract & Finance Management;
- ES 4** A keen awareness and knowledge of defence related National and European structures, Organizations and Industrial context with sound experience of working and measuring with both governmental official and industrial technical and operational experts;
- ES 5** Deep technical competencies and proved experience in the naval systems field and wide experience in their testing, qualification and acceptance processes.

4.2 Desirable:

- DS 1** Previous experience in International Programme Management.
- DS 2** Experience of Risk Management and Life Cycle Costing and good awareness of the principles of a Quality Management system.
- DS 3** Knowledge in applying programme management disciplines in a true Through Life Management sense.
- DS 4** Competencies, knowledge and previous experiences in operational requirements development.
- DS 5** Sound knowledge of the FREMM and HORIZON MLU Programmes.

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

Master of Science in Engineering (MSc-Eng) university degree or equivalent. Several years of experience in the activities directly related to the described tasks, is required.

Ability to board FREMM and HORIZON frigates at sea.

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:

Luigi Durante (Programme Manager)

Email: luigi.durante@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>.

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