



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	AC10 – PROGRAMME OPERATIONAL COORDINATOR AND Q&A OFFICER
Grade	A4
Division	PPA Programme Division
Section	Technical Section
Management of Staff	0
Location	La Spezia, IT
Initial Contract Duration	3 years
Closing Date for Applications	29/04/2025
Start Date	01/10/2025
Interview Date	Week commencing on 02/06/2025

1. Background

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

The PPA Programme Division is located in La Spezia.

2. Duties and Responsibilities

The post holder shall be directly responsible for all the Programme Operational aspects and Qualification & Acceptance management and they will report directly to the PM.

As far as the **Programme Operational** activities are concerned, the post holder will ensure an overall consistency with regard to Operational matters, in particular:

- supervise programme progress, with specific reference to completion of trials scheduled in the "Ship Plans";

- ensure smooth coordination among Stakeholders (particularly Contractor and PS), issuing and updating dedicated protocols and Procedures and providing adequate visibility and participation to relevant trials;
- contribute to the definition of sea goings programmes and test range schedules;
- define, in coordination with Contractor and Government operational offices, relevant scenarios involving cooperative air and naval assets;
- manage, in cooperation with Navy support team, all operational asset (GFx) involved during trials execution;
- subsequent to FOA, coordinate with Navy operational Divisions the execution of trials after ships' delivery (e.g. artillery and missiles, aviation, etc.).

As far as the **Qualification and Acceptance** management activities are concerned, the post holder will:

- coordinate, to ensure an overall consistent Q&A process, the relationship between PPA PD, the other stakeholders involved from the Nation and Industry;
- ensure that new requirements and approved changes by the customer are verified in the relevant Q&A procedures;
- manage, co-ordinate and monitor the acceptance for all contractual deliveries, in liaison with C/S and Platform Officers and technical experts from the Nation;
- support PTF and C/S Officers in the contractual Technical Keys assessment, if related to Qualification and/or Acceptance trials;
- monitor and evaluate the process of the Q&A Trial Procedures;
- contribute to the definition of programme trials and participate to systems/equipment qualification/acceptance trials in collaboration with the Q&A and ILS Assistant Officer;
- prepare and chair Contractual Q&A meetings and reviews;
- monitor, in cooperation with PPA PD Combat System and Platform Officers the system integration activities;
- ensure that Q&A deliverables issued by the industry comply with contract requirements and clauses;
- in cooperation with the ILSO, manage and coordinate the Nation's delivery of GFx for tests and trials;
- monitor that the industrial Q&A database is always updated;
- support the Risk Officer in the management of risks related to Q&A
- 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 Qualification & Acceptance aspects.

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 skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent interpersonal, team working and leadership 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** Technical competencies and deep knowledge of all what is listed in the area of their duties and responsibilities, competencies and skills coming from previous experiences in Qualification and Acceptance management;
- ES 2** Experience of working with the customer governmental official technical and/or operational experts;
- ES 3** Previous working experience in the IT Navy General Staff or Naval Armament Directorate (including Territorial Technical Offices) or the IT Navy Logistic Command (including dependent Commands/Directorates), in relevant fields;
- ES 4** Broad experience in trials/testing and acceptance of technically complex deliverables and in qualification and acceptance of complex systems;
- ES 5** Previous working experience on board IT Navy Vessels.

4.2 Desirable:

- DS 1** Experience in international programmes, co-operation activities;

- DS 2** Previous working experience in the New Naval Constructions and Outfitting Center (MARINALLES) or Territorial Technical Office for Naval Constructions and Armaments (UTNAV);
- DS 3** Knowledge of the OCCAR Through Life Management concept;
- DS 4** Working experience in complex programmes interfacing with the defence industrial counterpart, particularly Project Management Teams;
- DS 5** Broad experience in national (Italian) aeronaval assets cooperation in order to plan and provide the expected GFx support to PPA Programme.

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 educational level qualification) with several years of experience in the activities directly related to the prescribed tasks is required.

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:

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>.

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