



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	AD04 – CONTRACT & FINANCE OFFICER
Grade	A3
Division	LSS Programme Division
Section	Commercial and Finance Section
Management of Staff	0
Location	La Spezia, Italy ¹
Initial Contract Duration	3 years
Closing Date for Applications	09/04/2025
Start Date	01/08/2025
Interview Date	Week commencing on 05/05/2025

1. Background

The Logistic Support Ships (LSS) Programme is a collaborative Programme being managed by OCCAR-EA on behalf of the IT and FR Participating States (PS). The scope of the work covers the definition, development, production and initial in-service support of LSS for FR and IT.

The LSS Programme Division (PD) is located in the Paris area with three Satellite offices, one in Saint-Nazaire (FR), one in La Spezia (IT) and one in Castellammare di Stabia (IT).

2. Duties and Responsibilities

The post holder shall be responsible for all the Contract/Finance matters and will report directly to the PM.

As far as Contract activities are concerned, the post holder will:

- manage the prime contract and any amendments;

¹ This post could be relocated from La Spezia to Castellammare di Stabia or to Rome subject to the contractual activation of LSS3.

- manage relationships with OCCAR Central Office on any question pertaining to contract rules, regulations and procedures;
- manage relationships with National Official Services for any question concerning contract rules, finance, or taxes;
- give legal advice to the PM concerning the correct legal execution of the contract;
- manage the successive versions of the signed contracts and store originals of all contracts led by the LSS Programme Division; handle any legal or contractual issues that may arise during the execution of the contract;
- take part in the establishment of any additional LSS contract, taking into account OCCAR rules and regulations;
- manage documents such as Implementing Arrangement, Programme Decision and Contract Route;
- participate into the OCCAR Contract meetings.

As far as Finance activities are concerned, they will:

- know and apply the financial principles and rules of OCCAR and follow guidance and supervision provided by the Head of Finance Division through the Finance Division, with the aim of ensuring an efficient and effective standardised financial management;
- prepare the yearly Administrative Budget (AB) and Operational Budget (OB) of the Programme Division and ensure their approval in a timely manner;
- prepare the Indicative Budgets (3 years' timeframe) for the Administrative and Operational costs;
- prepare the Outturn report and Cash Forecast reports (3 times/year) and exercise Budget execution control;
- prepare Administrative and Operational Financial Plans once a year (Cost Estimates on the whole duration of the programme);
- control the cash flow and implement the OB Call for Funds process to ensure the availability of funds for the Programme activities in coordination with OCCAR Finance Division and avoid excess of cash in the programme's bank accounts;
- manage and monitor the commitments to ensure the respect of the financial ceilings;
- keep the financial status of the Programme up to date in the Corporate ERP system and deliver data for monitoring the financial performance indicators;
- prepare reports, financial analysis, summary or forecasts as required by OCCAR financial rules and on a case-by-case basis as requested
- assist the auditors and implement Board of Auditors' recommendations;
- support the PM in all financial activities;
- check the Requisitions for Commitment and enter all relevant data in the Corporate ERP system, for operational contracts and administrative activities;

- prepare the payments of invoices and claims for both AB and OB in a timely manner by checking the invoices and entering all relevant data into the Corporate ERP system after PM's validation (if not delegated);
- maintain and ensure the accuracy of Programme financial records in the Corporate ERP system;
- file the financial correspondence/documents;
- participate to Finance Community of Practice meetings in order to share knowledge and seek/provide support from/to colleagues on financial issues.

The post holder will perform any related duties as directed by the Programme Manager.

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 relationships 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 be 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** Technical competencies and deep knowledge of all what is listed in the area of their duties and responsibilities, competencies and skills;
- ES 2** Good experience in financial management of naval programme including budgeting and forecasting;
- ES 3** Experience in contracts management (invoicing, relations with naval industry, etc.) in a complex environment;
- ES 4** Experience in managing legal aspects related to contracts especially in naval ones;
- ES 5** Previous experience in a procurement entity, acting as contracting authority of the Italian Ministry of Defence.

4.2 Desirable:

- DS 1** Experience in international programmes, co-operation activities and intercultural relationships;
- DS 2** Experience of internal/external quality/financial audits;
- DS 3** A previous appointment as a Navy Officer of a naval vessel;
- DS 4** Knowledge of International Public Sector Accounting Standard (IPSA).

5. Language Requirements

- ADVANCED level² 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 degree³ (or equivalent educational level qualification) with at least three years of experience in the activities directly related to the prescribed tasks (mandatory).

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:

Mr. Gabriele Catapano (Deputy Programme Manager)

Email: gabriele.catapano@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>.

² The language levels can be found on the OCCAR website, www.occar.int Careers / Applying.

³ It is a University degree of five or six year second cycle (master's) degree (300 or 360 ECTS)