



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	B641 – ILS/ISS ASSISTANT 2
Grade	B6
Division	FSAF-PAAMS Programme Division
Section	ILS/ISS Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	25 March 2025
Start Date	01 July 2025
Interview Date	Week commencing on 21 April 2025

1. Background

The scope of the FSAF-PAAMS Programme is:

- The Definition, Development, Production and In-Service Support (ISS) of the Future Surface to Air systems Family (FSAF) and their Mid-Life-Update, concerning the following systems:
 - Surface-to-Air Anti-Missile Systems for France (SAAM-FR) and Italy (SAAM-IT);
 - Surface-to-Air Medium Range Land system (SAMP/T and SAMP/T NG) for France and Italy.
- The Definition, Development, Production and ISS of the Principal Anti Air Missile System based on EMPAR radar (PAAMS-E) for France and Italy, including the "naval system common items" with UK ("C2 core" and VLS) and Long Range Radar (LRR) and their Mid-Life-Update;
- The Aster ammunition Mid Life Update Development and Production and ISS for France, Italy and United Kingdom;
- The Capability Sustainment & Enhancement of Aster 30 ammunitions (Block-1 NT) and associated systems (SAMP/T NG and PAAMS MLR) for France and Italy;

- The Production of CAMM-ER systems, including ammunitions and Integrated Logistics Support (ILS)/ISS, for Italy.

The management of the FSAF-PAAMS Programme is aimed at optimising the use of as many common elements as possible and considers the potential to extend the capabilities of the systems in cooperation.

2. Duties and Responsibilities

The ILS/ISS ASSISTANT 2 will report to the ILS/ISS SECTION LEADER.

The post holder will:

- Participate actively in the management of Commercial Off The Shelf (COTS), consumables and service procurement contract;
- Participate actively in the management of TORO power generator support contract;
- Report to the Section Leader the progress and summary of contractual acts placed against COTS and TORO support contracts;
- Store, manage and maintain up to date all ILS/ISS documents on OCCAR drives and on Extranet drive shared with Nations;
- Support the ISS/ILS officers for the control of the global coherence between all systems logistic breakdown (LAR) and documentation (IETP);
- Manage ISS deliveries regarding all systems with a specific focus on standard items and consumables;
- Support the Section Leader and ILS/ISS Officers in organising meetings;
- If necessary, take on temporary additional tasks as required by the Programme Manager.

In direct collaboration with the second ILS/ISS ASSISTANT, they will:

- Record all requests submitted by the armed forces of the three participating states, and assessed them commonly with ISS/ILS officers, for the procurement of standard articles, consumables and services, prepare the background documentation to support the competition process among the contractors of the standard items, consumables and services procurement contracts;
- Take part in the studies for the development of innovative and cost-effective support solutions based on the use of standard articles;
- Prepare all the requested documentation in order to support the commercial section for the placement of orders, including background regarding the selection of the contractor to be written in the presentation report;
- Maintain an up-to-date common data base where all standard items procured are registered;
- Under the responsibility of the LOGISTICS/SUPPORT SYSTEMS COORDINATOR OFFICER, follow obsolescence management regarding standard articles and consumables;

- Manage the evolutions of the FSAF-PAAMS dedicated logistics and technical information system "NOVAEVO".

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** Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 2** The ability to work in a changing, developing and demanding environment;
- CS 3** The ability to work independently based on objectives set by the line manager;
- CS 4** The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- CS 5** Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

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** Experience in international co-operation activities;
- ES 2** Significant professional knowledge regarding Defence Systems procurement, use or support;
- ES 3** Knowledge of configuration management procedures;
- ES 4** Basic experience in contract management.

4.2 Desirable:

- DS 1** Knowledge of Air Defence systems and ammunition;
- DS 2** Awareness of other defence related structures and organisations;
- DS 3** Experience in technical management (contracts, relations with industry, etc.);
- DS 4** Knowledge of their national defence structures and organisations.

5. Language Requirements

- UPPER INTERMEDIATE level¹ of ENGLISH both oral and written.

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

- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

6. Qualifications

Higher secondary education plus several years of practical experience in the activities directly related to the tasks prescribed is highly desirable.

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:

Francis CELESTE (FSAF-PAAMS PROGRAMME MANAGER)

Email: francis.celeste@occar.int

Xavier CHABAUX (ILS AND ISS SECTION LEADER)

Email: xavier.chabaux@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>.