Organisation for Joint Armament Co-operation
Executive Administration

VACANCY NOTICE

Post	BG01 - MANAGEMENT ASSISTANT
Grade	B6
Division	Small Programmes Programme Division
Section	-
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	14 March 2025
Start Date	01 June 2025
Interview Date	Week commencing on 07 April 2025

1. Background

The Small Programmes Programme Division (SP PD) is a dynamic multinational collaborative programme division for the management of a portfolio of different small Programmes. 'Small' means that none of the Programmes requires more than 5 dedicated staff, it does not necessarily indicate a small financial value or a small output.

2. Duties and Responsibilities

The Management Assistant RRQSA is directly responsible to the Programme Manager and will provide support to the Programme Management and the Sections and Programmes of the Division, in the area of **R**isk management, **R**eporting, **Q**uality focal point, **S**upport and **A**dministration.

In particular, they will provide:

Support to the SP Programme Manager (PM):

- Answer general enquiries to the PM's office;

- Keep track of response deadlines;

- Raise Duty Travel Orders and Claims for the Programme Manager, including researching travel options, travel plan and travel guide;

- Oversee the meetings of all Programmes and send early reminders for their preparation tasks. Meetings can be Programme Working Groups (PWG), Programme Committee (PC) and Programme Board (PB, highest level).

Support to the Division:

- Prepare the Risk Reviews and check the ARM status (monthly overview to the ProjM and the PM); ARM is a software for Risk management;

- Coordinate the Reporting duties of SP PD (timely inputs in Corporate reports (called CAR, BP, FTPC/BoS Reports)) and Programme reports (called Programme Management Plans 'PMP' and Annual Reports 'PAR') and ensure timely reviews of PC/PB slide packs. Be the focal point for changes if the internal procedure on reporting (IP15) if any;

- Be the focal point for Quality and check and share Quality Management System (QMS) updates, coordinate replies if requested by the PM). Work with the Quality Management Office of Central Office to ensure relevant Office Instructions are updated in accordance with Internal Procedure 17-5 on Quality Management System procedures;

- Act as Security focal point for the Division;

- Support the SP PD team:

  o Act as ICT focal point for the Division. Assist staff members with Office software;

  o Prepare newcomer arrival and departures, ensuring all technical equipment and administrative documents (such as organisation chart, telephone list…) are updated;

  o Manage the PR events calendar. Ensure monthly update for PRO (PR and Reporting Officer).

- Execute other administrative tasks such as but not limited to:

  o Monitoring the absence calendar on the HR tool (MS Dynamics AX);

  o Prepare Team Building events and other social events;

  o Update user guides for Duty Travels and absences;

  o Coordination of Training plan;

  o Approval of Requests for Visits;

  o Focal Point for Health and Safety matters;

  o Local purchases;

  o Hospitality requests.

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   Executive ability, proven through the results attained performing similar jobs in other national/international organisations;

ES 2   A good awareness of the principles of Risk Management;

ES 3   Proven experience in reporting tasks;

ES 4   A good awareness of Security aspects (OMP11, OMP12, IP69);

ES 5   Autonomy and initiative in managing calendars, schedules, task lists and coordination of administrative matters in general.

4.2   Desirable:

DS 1   Awareness of Quality Management principles;

DS 2   Experience in similar activities, obtained in national/international organisations;

DS 3   Ability to develop strong working relationship with other executive assistants.

5. **Language Requirements**

- ADVANCED level[1] 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 comparable education and/or 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:

Luc RUYSSINCK (SP Programme Manager)

Email: luc.ruyssinck@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.

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