



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	AD01 - PROGRAMME MANAGER
<b>Grade</b>	A5
<b>Division</b>	LSS Programme Division
<b>Section</b>	N/A
<b>Management of Staff</b>	15
<b>Location</b>	Paris, FR
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	28/03/2025
<b>Start Date</b>	01/09/2025
<b>Interview Date</b>	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 Programme Manager (PM) is responsible to the OCCAR-EA Director through the 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) set through OCCAR rules.

### **Sharing of responsibility among the PM and DPM:**

According to the LSS 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 the Deputy Programme Manager;
- 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 between them 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.

The Programme Manager's duties and responsibilities include:

### **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 according to the terms of the governing BoS, Programme Board Decisions and OCCAR rules;
- Be responsible for the cost-effective management 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, etc.;
- 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 Nation;
- 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;
- Share lessons learned and best practice with other Programme Divisions and the Central Office;
- Be responsible for the implementation of the Quality Management System.

**Contracts and Finance:**

- 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 Decision;
- Be responsible for the overall contractual process (in accordance with existing OCCAR rules and procedures): contractual organisation, bidders selection process, and preparation of contracts;
- Make proposals with regard to the Programme Procurement Strategy;
- 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 justified;
- Prepare both Operational and Administrative Budgets of the Programme for them to meet the related HLOs as defined in the LSS Programme Decision.

**Personnel management:**

- Participate in the selection process of all LSS PD Staff Members;
- Line manage LSS PD Staff Members, 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 of the LSS Programme Division. As Programme Manager, they will be accountable to the Director for the proper discharge of responsibilities related to H&S for all members of the LSS 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 negotiation and award, relations with industrial and governmental stakeholders;
- ES 3** Proven knowledge and experience in Contract & Finance Management, including commercial aspects;
- 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 in 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 LSS Programme.

## **5. Language Requirements**

- ADVANCED level<sup>1</sup> 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.

## **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:

Franck Louvet (Programme Manager)

Email: [franck.louvet@occar.int](mailto:franck.louvet@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](mailto: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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<sup>1</sup> The language levels can be found on the OCCAR website, [www.occar.int](http://www.occar.int) Careers / Applying.