



## Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	A037 - HEAD OF HUMAN RESOURCES DIVISION
<b>Grade</b>	A5
<b>Division</b>	Human Resources Division
<b>Section</b>	-
<b>Management of Staff</b>	12
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	29 April 2025
<b>Start Date</b>	01 October 2025
<b>Interview Date</b>	Week commencing on 09 June 2025

### **1. Background**

The Human Resource Division is responsible for the implementation of the Human Resource Management Process. The purpose of the Division is to ensure that the necessary human resources are provided and managed in a cost-effective manner, in order to enable OCCAR-EA to meet its strategic objectives. The Division also has the responsibility to contribute to the promotion of morale and efficiency throughout the Organisation by providing an efficient and responsive personnel service.

Reporting to the OCCAR-EA Director and OCCAR-EA Deputy Director, the Head of Human Resources will support the business in delivering excellent people practices and ensure that these HR practices are aligned with the OCCAR mission, vision and values. The post holder will be a member of the Board of Management.

### **2. Duties and Responsibilities**

The Head of the Human Resources Division will provide efficient, timely and proactive HR services to OCCAR-EA to facilitate the achievement of its business goals through the ongoing management of its people and resources, in the areas of Salaries and Allowances, Recruitment and Retention, Relations and Development.

In particular, they will be responsible for:

#### General

- Liaise with the other Heads of Divisions, the Program Managers and OCCAR-EA Senior Leadership, ensuring the smooth running of OCCAR-EA day-to-day activities and the maintenance of a cohesive, serene and effective work environment;
- Provide strategic and innovative expert advice to the improvement of the organisation and business processes of OCCAR-EA.

#### Management

- Advising the OCCAR-EA Director, OCCAR-EA Deputy Director and OCCAR-EA Head of Programmes on matters relating to their area of responsibility;
- Representing the OCCAR-EA Director, as delegated, on matters concerning Human Resource issues;
- Providing inputs to the reports for the BoS and Corporate Committees;
- Lead and manage members of the staff in the Division in a flexible manner that promotes team cohesion and effectiveness and enables them to achieve their specific objectives in an efficient and timely manner;
- Duty of care in respect of the Health and Safety of all staff members in HR Division. IP 67-Annex A details the roles and responsibilities in this regard. As HoD they are accountable to the OCCAR-EA Director for the proper discharge of these responsibilities for all members of the HR Division, at all work locations and for all assigned activities.

#### Human Resource Management

- Human Resource Policy Management:
  - Manage the maintenance, development and revision of the OCCAR Management Procedures relating to Human Resource Policy, including the Personnel Regulations and Recruitment Procedures.
- Personnel Management and Planning:
  - Advise the OCCAR-EA Director, OCCAR-EA Deputy Director, OCCAR-EA Head of Programmes and the Boards and Committees on all aspects of the organisational structures (structures as such, number and level of posts, job descriptions and other staff requirements);
  - Management and improvement of the planning of staff requirements;
  - The competitive recruitment of all new staff members or specialists/experts to OCCAR-EA through liaison with national authorities to ensure that designated posts are filled on time and with the best qualified/experienced staff;

- Maintenance and improvement, through training, of the interviewing skills of OCCAR-EA staff concerned;
- Management and monitoring of personnel performance (management objectives, performance reports, standards etc.);
- Manage and improve the Learning and Development of OCCAR-EA Personnel;
- Manage the HR aspects, personnel management and emoluments, of the transition to and implementation of, the new Enterprise Resource Planning tool;
- Provision of expert professional advice regarding performance management, complaints, appeals and disciplinary matters.
- Remunerations and Social Security Management:
  - Oversee emoluments, provident fund and social security policy;
  - Authorise and oversee the payment of salaries, allowances and claims;
  - Co-ordinate and develop with other international organisations, e.g., OECD / CRSG on remuneration policy.

### **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** Extensive knowledge and experience in civilian Human Resource Management, with at least 5 years proven experience at a senior level;
- ES 2** Extensive practical experience of Manpower Planning, recruitment practices and competence-based selection interviewing;
- ES 3** Proven experience of successfully managing complaints, appeals, disciplinary and poor performance cases;
- ES 4** Experience of developing and implementing HR policies and procedures.

##### **4.2 Desirable:**

- DS 1** Previous experience in HR Management in an international organisation and/or international context;
- DS 2** Proven experience in managing salaries and allowances, including social security schemes and pension plans;
- DS 3** A keen awareness and knowledge of other defence related structures and organisations;
- DS 4** Knowledge of OCCAR Through-Life Management concept;
- DS 5** Sound knowledge of employment law.

#### **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**

A university degree or professional qualification in the activities directly related to the described tasks is required.

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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.

## **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:

Sobia MIRZA (Head of Human Resources Division)

Email: [sobia.mirza@occar.int](mailto:sobia.mirza@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>.