



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	A912 - GENERAL MANAGEMENT OFFICER
Grade	A3
Division	ESSOR Programme Division
Section	-
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	2 years (starting from the signature of the ProgD)
Closing Date for Applications	16 April 2025
Start Date	01 July 2025 (subject to the signature of the respective ESSOR Programme Decision)
Interview Date	Week commencing on 12 May 2025

1. Background

The aim of the ESSOR Programme is to develop and produce a complete portfolio of European Software Defined Radio (SDR) products to meet the requirement for interoperable tactical communications in multinational deployment of the Participating States, through the following Programme activities:

- Contribute to the development of an autonomous European Defence Technological Industrial Base in SDR through the establishment of the normative referential required for the development and production of a military SDR in Europe;
- Define and maintain a referential system architecture for ESSOR shared at European level and develop an associated certification environment;
- Develop a complete family of SDR applications providing interoperability to tactical communications in the land, 3D, airborne and maritime domain;
- Develop and maintain a through Life Management (TLM) approach ensuring the maximisation of the benefits to the Programme Participating States throughout the entire lifecycle of the developed systems;

- Support the standardisation efforts of the ESSOR products in the relevant for a (e.g., NATO, EDA, Wireless Innovation Forum, FMN).

The tasks carried out within the ESSOR Programme will concern the following activities for the ESSOR Architecture and the HDR waveforms (named as ESSOR Products):

- developing and testing of new waveforms;
- the technical and operational development of the ESSOR Products;
- the standardisation of the ESSOR Products;
- Management of the ESSOR Product lifecycle through functions like ILS, Requirements Management, Information Lifecycle Management, Life-cycle cost estimate;
- Preparation of subsequent Programme stages.

2. Duties and Responsibilities

The General Management Officer shall be directly responsible for all the General Management of the ESSOR Programme and will report directly to the Programme Manager.

The post holder, as **General Management Officer**, will:

- be responsible of the general coordination of management activities;
- prepare the ESSOR part of the OCCAR-EA Business Plan;
- prepare regular reports to OCCAR-EA Director and Head of Programmes in accordance with the OCCAR-EA reporting system;
- provide regular reports to the Programme Manager as requested;
- collect data, issue Annual Report and maintain Programme History & Identify Lessons learnt;
- maintain, monitor and manage internal and external programme action lists;
- implement and monitor indicators and metrics against the planned programme progress;
- act as a coordinator within the Programme Division of the Balanced Score Card system;
- prepare the Programme Management Plan as part of the overall Business Plan of OCCAR-EA;
- supervise, control and monitor the overall Key Performance Indicator (KPI) Process;
- supervise the overall organisation of the Programme Committee and following action (planning, logistics, arrangements, attendants, reports, decision sheet, etc.);
- draft minutes of the Programme Committee and Programme Working Group Meetings;
- distribute approved report and minutes of meetings;

- implement OCCAR-CO initiatives within the Programme Division;
- manage Programme documentation, set up the information management processes;
- advise Programme Manager related to Human Resources Management (Identify PD tasks & generate a structure, identify need for new post or modification of existing post, establish job description, implement job description, grade posts, match grading with salary scale, draft and maintain the staffing plan);
- support integration and departure of staff members (provide first information after selection, organise hand-over period, handle requests for training, facilitate training, maintain training records, support departure, support out-processing, check completion of departure formalities);
- support the Risk Officers in identifying, assessing and mitigate risks related to the Programme;
- support and advise the Programme Manager on matters related to Health and Safety;
- supporting the Programme Manager on Staff Members' training as well as on human resources planning, reporting and management;
- supporting the Programme Manager on organisation Team Building event;
- be responsible for external and internal communication;
- conduct and manage customer satisfaction reviews.

The post holder, as **Quality Focal Point**, will:

- contribute to, plan, manage and improve the Quality Management System;
- manage the Programme Division's QMS (quality management system);
- establish and maintain the OCCAR-EA framework within the PD, advising staff and ensuring the application of OCCAR-EA procedures;
- monitor & measure Objectives and the application of OCCAR processes;
- collect data, analyse data and report to the QMO.

If necessary, the post holder will undertake temporary additional tasks:

- for common activities as required, jointly by the Programme Manager;
- for activities concerning only the Participating State from which is a national, as required by the PM.

The post holder shall co-ordinate with the ESSOR Commercial Section, the ESSOR Technical Section and the Programme Manager for all 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** 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** Experience and a broad knowledge of all areas required to perform the duties and responsibilities, with specific focus on defence programmes and procurement management;
- ES 2** Proficiency in managing large-scale, complex projects related to the design, development and deployment of tactical communication systems with a focus on delivering on time and within the budget;
- ES 3** Experience of working with the customer governmental official programme management and/or quality experts;
- ES 4** Proven capability to prepare reports and presentations up to senior management level in the English language, sometimes to tight deadlines;
- ES 5** Experience of implementing and utilising programme management principles, tools and techniques, and using them effectively in armament programmes, including scheduling and risk management.

4.2 Desirable:

- DS 1** Experience in the management of armament programmes in international cooperation;
- DS 2** Knowledge of International Agreement and the Intellectual Property themes;
- DS 3** Knowledge of the international regulation concerning Export Control in the military field;

- DS 4** Experience in industry IVVQ, governmental qualification processes and quality management procedures;
- DS 5** Ability to identify, access and mitigate risks through the lifecycle of tactical communication project.

5. Language Requirements

- ADVANCED level¹ 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 equivalent qualification in the activities directly related to the described tasks 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:

Serge DEBONO (ESSOR Programme Manager)

Email: serge.debono@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>.

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