



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	A043 - SITE MANAGEMENT SECTION LEADER PARIS
<b>Grade</b>	A3*
<b>Division</b>	Site Support Division
<b>Section</b>	Site Management Paris
<b>Management of Staff</b>	2
<b>Location</b>	Paris, FR
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	30 April 2025
<b>Start Date</b>	01 September 2025
<b>Interview Date</b>	Week commencing on 12 May 2025

#### 1. Background

The Site Management Paris Section is part of the Site Support Division (SSD).

The Site Support Division is responsible for the provision of essential infrastructure and support to enable the Program Divisions and Central Office to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Site Management and Health and Safety addressed in each of the OCCAR-EA sites.

#### 2. Duties and Responsibilities

Based in Paris, the Site Manager will report directly to the Head of Site Support Division, based in Bonn.

The Site Management Paris Section is responsible for the provision of the SSD related functional support (Site and H&S) needed for the Programme Divisions based in Paris and for their Satellites, wherever located, for their day-to-day operation. This includes the provision, maintenance and supply of infrastructure and services. The Site Manager and their team will be required to maintain also a close functional link with the Central Office Divisions (FD and HRD) to ensure the promulgation of "Site wide" policies and procedures.

The post holder, within the limits of the delegations received, will be responsible for and will have to provide the following services/tasks:

**Site Manager:**

- Manage the principal Service Provider contract and rental contract for the effective operation of all Site Services;
- Realise and manage additional local service and supplies contracts;
- Liaise with other OCCAR-EA Sites to implement best practices managed by the Site Support Division;
- Manage and supervise the Duty Travel Orders and Duty Travel Claims process for all Paris based staff;
- Manage the staff of the Paris Site team and the contractors working at Paris Site;
- Manage the Paris Site physical security and liaise with French Security Forces (e.g., local police, gendarmerie) and Security Section;
- Manage the related Health and Safety activities of Paris Site and the LSS-office in Saint-Nazaire (France);
- Oversee the asset management and the registry management;
- Liaise with HRD with regards to integration of new staff activities;
- Liaise with FD for the management of the Site budget;
- Assist the Head of SSD with the identification of the budget requirement for the Site;
- Liaise with ICT Section Leader to oversee and manage the administration of the ICT staff and contractor(s) deployed at Paris Site;
- Liaise with the French Ministry of Foreign Affairs with regards to register new staff based in France;
- Perform such other duties appropriate to the post as may be assigned from time to time by the Head of Site Support Division.

**Procurement Officer:**

- Administer contracts in accordance with OCCAR-EA rules and procedures, when requisitions are received from Programme Divisions;
- Act as procurement Officer for Paris Site and the Programme Divisions located in Paris;
- Identify opportunities for improvement or risks in area of responsibility.

### **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** Sound knowledge of and thorough practical experience in contracting and contract management including procurement activities;
- ES 2** Thorough practical experience in site management including dealing with Health and Safety aspects, asset management and managing local service contracts;
- ES 3** Thorough practical experience of drawing up complex and detailed business cases including any supporting financial/budgetary analysis;
- ES 4** Thorough practical experience in managing physical security of a Site.

#### **4.2 Desirable:**

- DS 1** Thorough practical experience in office administration and the drafting of papers, letters and documents in an international context;
- DS 2** Sound knowledge of and thorough practical experience in creating a Budget, preparing a Forecast of Outturn and Budget In-Year Management;
- DS 3** Sound knowledge of French defence security processes/structure;
- DS 4** Sound knowledge of IPSAS and accrual accounting techniques and procedures;
- DS 5** Previous experience in other international organisations.

## **5. Language Requirements**

- ADVANCED level<sup>1</sup> of ENGLISH both oral and written.
- UPPER-INTERMEDIATE level of FRENCH both oral and written is considered necessary.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

## **6. Qualifications**

- A higher secondary education or equivalent in the activities directly related to the tasks described is highly desirable.
- A "Certificate on Security" training or equivalent is desirable.
- Professional Certificate in Occupational Health and Safety is 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:

Jose Emilio BESTEIRO VALINO (Head of Corporate Support Division)

Email: [jose.besteiro@occar.int](mailto:jose.besteiro@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>.

---

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