



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	AC09 - RISK & CONFIGURATION OFFICER
Grade	A3*
Division	PPA Programme Division
Section	Technical Section
Management of Staff	0
Location	La Spezia, IT
Initial Contract Duration	3 years
Closing Date for Applications	15/07/2025
Start Date	01/10/2025
Interview Date	Week commencing on 04/08/2025

1. Background

The aim of the Programme is the definition, development, production and initial in-service support of 7 Patrol Ships (Pattugliatori Polivalente d'Altura - PPA).

The PPA Programme Division is located in La Spezia.

2. Duties and Responsibilities

The post holder shall be directly responsible for all the Risk and Configuration matters and will report directly to the PM.

As far as **Risk Management** is concerned, the post holder shall be responsible for:

- define and maintain the PPA PD Risk Management Plan in accordance with the OCCAR policies, IP 111 and regulations stemming from the Programme Manager directives;
- co-ordinate the Programme Risk activities in liaison with Central Office;

- establish and maintain a risk register, using OCCAR tool, interacting with Industry, stakeholders and the Programme Division in order to ensure the risk management process is correctly foster and followed;
- inform the PM about any new development or significant changes to risk management;
- provide the PM and staff members with recommendations regarding the status of risks and relevant response/fall-back plans;
- support the Risk Owners in risk management activities, such as migration of live risks into a database/risk register, and facilitating the risk workshops;
- organize periodical PD internal meetings fostering Risk Management maturity and preparing all relevant documents for matters pertaining to Risk Management;
- provide the Programme Division staff with advice pertaining to risk matters;
- promote Risk Management towards their counterparts (customer and contractors);
- promote the improvement and assess PD Risk Management Maturity;
- contribute to the overall OCCAR-EA process improvement.

As far as the **Configuration Management** activities are concerned, the post holder shall be responsible for:

- define and maintain the PPA PD Configuration Management Plan in accordance with the OCCAR policies and regulations;
- manage the contractual configuration activities in accordance with the OCCAR policy and regulations;
- coordinate the relationships between the PPA PD, the national experts and Central Office (as far as the contractual and the founding documentation is concerned) ensuring contribution for the benefit of the Programme;
- acquire from industry and coordinate the analysis of the Configuration Management Plan containing all necessary data for characterizing the specific configuration process;
- check the correct application of the procedures during the evolution of the Programme for what concerns risk management and engineering changes to be implemented;
- coordinate the validation of the list of deliveries;
- coordinate Engineering Change Request/Proposal processing;
- responsible for the ECPs, CCPs, Waivers Management, including their contractual implementation;
- act as Configuration Control Board secretary;
- assess Industry Configuration Management Plan;
- monitor Industry Configuration Management process;
- put in place of the Configuration process (ECR/ECP/DEV/WAV) database;

- manage the Configuration process (ECR/ECP/DEV/WAV) database;
- overseeing the update of the Contractual documentation included in the technical section (SOWs and Technical Specifications);
- Coordinate the collection of Programme Division data to contribute at the annual Global Balance Report.

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** Technical competencies and deep knowledge of all what is listed in the area of their duties and responsibilities, competencies and skills coming from previous experiences in programme and procurement management;
- ES 2** Experience of working with the customer governmental official technical and/or operational experts;
- ES 3** Former working experience in the IT Navy General Staff or IT Naval Armament Directorate (including Territorial Technical Offices) or IT Navy Logistic Command (including dependent Commands/Directorates) **and** on board IT Navy Vessels;
- ES 4** In depth knowledge of Risk Management methodology;
- ES 5** A comprehensive working knowledge of Configuration Management Processes and national policies and practices.

4.2 Desirable:

- DS 1** Experience in international programmes, co-operation activities and intercultural relationships;

- DS 2** At least 5 years of previous working experience on board military ships;
- DS 3** Knowledge of other defence related structures and organisations;
- DS 4** Working experience in complex programmes interfacing with the defence industrial counterpart, particularly Project Management Teams.

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 educational level qualification) with several years of experience in the activities directly related to the tasks described 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:

PPA Programme Manager

Email: AC01@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.