OCCAR

Organisation for Joint Armament Co-operation
Executive Administration

VACANCY NOTICE	
Post	B637 – CONFIGURATION AND QUALITY ASSISTANT
Grade	B6
Division	FSAF-PAAMS Programme Division
Section	Technical Section
Management of Staff	0
Location	Paris, France
Initial Contract Duration	3 years
Closing Date for Applications	22 September 2025
Start Date	01 December 2025
Interview Date	Week commencing on 06 October 2025

1. Background

The scope of the FSAF-PAAMS Programme is:

- The definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems;

- Surface-to-Air Anti-Missile system (SAAM);

- Surface-to-Air Medium Range Land system (SAMP/T);

- The ammunition production and in service support of Principal Anti Air Missile System (PAAMS);

- The In-Service Support (ISS) of FSAF systems, PAAMS (Common & Empar) systems and Long Range Radar (LRR), including ammunition and training & logistic support equipment;

- The Capability Sustainment & Enhancement of the ammunitions and associated systems.

The management of the FSAF-PAAMS Programme is aimed at optimising the use of as many common elements as possible and also give consideration to the potential to extend the capabilities of the systems.

2. Duties and Responsibilities

The Configuration and Quality Assistant will be part of the Technical Section. They are responsible for supporting the Programme Division in performing daily tasks related to Configuration and Quality management within the FSAF-PAAMS Programme.

2.1 Configuration identification activities

- Progress the release of controlled documentation, identifying configuration characteristics of a product until it is fully defined;

- Progress the evolutions through controlled changes;

- Apply means for identifying products and documentation.

2.2 Configuration control

- Control the evolutions to the agreed baselines;

- Progress and contribute to changes, concessions and waivers against an agreed configuration baseline, including their release and approved documentation ensuring they are properly processed;

- Record and control the configuration of a product at any time during its life cycle;

- Record the different product configurations.

2.3 Configuration status accounting

- Maintenance of the traceability of approved configuration documentation;

- Status of proposed changes to the baseline configuration;

- Maintain & record the status of approved changes and alternatives.

2.4 Quality control

- To monitor and control the industrial Quality Assurance procedures applicable to FSAF-PAAMS programme;

- Record and contribute to the assessment prior to distribution of waivers and concessions;

- To participate in the control the implementation of specific industrial Quality Plans or part of;

- To interact internally with other Sections, particularly the ILS/ISS section, of the FSAF-PAAMS Programme Division (PD), and externally with national bodies responsible for Quality Assurance, in accordance with relevant activities of interest;

- Undertake some FSAF PAAMS programme related duties including trial-related activities On-board or at an Industrial/Government Site or Facility.

- They will provide support to the Programme Division as necessary to ensure the successful running of the Programme. Additional tasks will be necessary as the PD transforms through the various phases of the projects within the programme portfolio.

3. <u>Key competences and skills required for the grade</u>

(You must provide evidence of meeting these key competences and skills in your Application, Section 12).

CS 1   Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;

CS 2   The ability to work in a changing, developing and demanding environment;

CS 3   The ability to work independently based on objectives set by the line manager;

CS 4   The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;

CS 5   Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

4. <u>Specialist knowledge and experience required for the post</u>

(You must provide evidence of meeting these specialist requirements in your Application, Sections 10 and 11).

4.1   <u>Essential:</u>

ES 1   Experience of applying the International Configuration Management Standards and in particular experience in the following areas:

- Configuration Auditing.
- Control of ECPs, recording, their application and nations implementation;

ES 2   Experience in the management / application of Service Bulletins or the National equivalents across varied systems in relation to Quality & Configuration;

ES 3   Experience International Quality Assurance Standards and related procedures and in particular experience in the following areas:

- Evaluation and processing of Certificate of Conformities;
- Evaluation, recording and processing of Concessions / Waivers;

ES 4   Experience in supporting the acceptance and conformity assessment of complex deliverables;

ES 5   Experience in the field of Integrated Logistic Support relating to configuration, in particular using and reviewing Configuration documentation (e.g. LAR/IETP) and assessing its conformity.

4.2   Desirable:

DS 1   Experience in technical and in service support management (contracts, relations with industry, etc.);

DS 2   Awareness of other defence related structures and organisations;

DS 3   Experience in international cooperation activities;

5. Language Requirements

- ADVANCED level[1] 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 higher secondary education or equivalent in the activities directly related to the tasks described is requested.

- Moreover, several years of experience in the activities directly related to the tasks prescribed 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:

Francis CELESTE (FSAF-PAAMS Programme Manager)

Email: francis.celeste@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.

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

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.