



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	A655 – CONTRACTS OFFICER
Grade	A3
Division	FSAF-PAAMS Programme Division
Section	Commercial and Finance Section
Management of Staff	0
Location	Paris, France
Initial Contract Duration	3 years
Closing Date for Applications	08 September 2025
Start Date	01 December 2025
Interview Date	Week commencing on 29 September 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 systems (EMPAR and common sub systems with SAMPSON version) and Long Range Radar (LRR), including ammunition and training & support equipment;
- The Capability Sustainment & Enhancement of ammunitions and associated systems.

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

2. Duties and Responsibilities

The Contracts Officer will report to the Commercial Section Leader and the programme Manager. He/she will have to act in compliance with OCCAR regulations and rules in the following domains:

- Close working with technical and finance staff on the delivery from a legal, commercial and contractual of FSAF-PAAMS Programme objectives;
- Identify and analyse options to prepare and write procurement strategies/contract routes;
- Draft contracts, contract amendments consistent with the procurement strategy, government agreements and Programme Decision;
- Analysis of industrial price offers, liaison with national pricing authorities on price investigations/audits;
- Negotiate and agree contracts, contract amendments with Industry and Nations. Writing of contract presentation reports;
- Support/advise Nations with the preparation of inter-governmental documents and OCCAR-EA Central Office with the preparation of Programme Decisions;
- Provide contractual/legal advice on the correct execution of the FSAF-PAAMS Programme from a contractual/legal perspective;
- Management of contracts post award, handling contractual issues that may arise during the execution of the contracts including the application of penalty payments;
- Evaluate IPR implications and other design related aspects from a legal perspective;
- Ensure that contractual deliverables are accepted in accordance with contract conditions.

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** Wide experience of drafting terms of contracts for major defence programmes;
- ES 2** Proven experience, in a project management environment, of managing complex contract and price negotiations, and full knowledge and understanding of the structure and make-up of contract prices for major defence programmes;
- ES 3** Wide knowledge and experience of managing different types of Defence contracts and contract terms;
- ES 4** Knowledge and experience of leading contractual negotiations (including intellectual property rights);
- ES 5** Experience of writing contract presentation reports for senior staff.

4.2 Desirable:

- DS 1** Experience of multinational project management;
- DS 2** Understanding mechanisms to improve contractor performance (incentivisation);
- DS 3** Experience of drafting MOUs and related inter-governmental documents;
- DS 4** Advanced MS Excel skills including management of large datasets, formulae;
- DS 5** Experience of handling contract issues/disputes.

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

University degree or equivalent education 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.

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

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.

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>.