



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	A077 - HEAD OF SITE SUPPORT DIVISION
Grade	A4*
Division	Site Support Division
Section	-
Management of Staff	10
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	28 August 2025
Start Date	01 December 2025
Interview Date	Week commencing on 22 September 2025

1. Background

The Site Support Division (SSD) is responsible for the provision of essential infrastructure and support to enable the Directorate, Programme Divisions and Central Office to carry out efficiently and effectively the core activities of OCCAR-EA. They are responsible for the site management processes.

This includes all matters relating to Site Management and Health and Safety addressed in each of the OCCAR-EA sites.

2. Duties and Responsibilities

The Head of SSD supports the Deputy Director in the day-to-day operation of OCCAR-EA. The incumbent will be a member of the Board of Managers.

To this end, the Head of SSD will report to the Director or the Deputy Director and will be responsible for the following:

- The definition of corporate policies and strategies in the field of Site Management including Facilities Management, tactical site security, Health & Safety policy and governance, duty travel, travel agency services and the asset management of all property items across the OCCAR estate;
- Supervision of both implementation of these policies and strategies and day-to-day business related to their areas of responsibility;
- The planning, the generation and management of the administrative budget required for the site management above, to support and enable OCCAR-EA to execute its mission in an effective and efficient manner;
- Planning, oversight and control of the services and activities provided by OCCAR Site Management staff, including negotiation and authorisation of rental contracts for new and existing OCCAR premises;
- Senior policy adviser and administrator for all aspects of duty travel tasks, managing this function across the whole organisation.
- Oversight, policy-lead and controller of contractual and budgetary operations related to Central Office owned Sites recurring and non-recurring costs, including authorisation of placement of administrative budget contracts and Duty Travel Claims;
- Payment authorisation of invoices related to Duty Travel Claims and related matters;
- Commercial authorisation of invoices related to administrative contracts and purchases of across all Central Office owned sites;
- Submit, in accordance with the OCCAR Financial Rules, any proposals for write-off against the Administrative Budget to Head of Finance Division, irrespective of the related value;
- The identification and management of risks and opportunities for improvement relevant to corporate activities in their field of action;
- Oversight and control of Health & Safety implementation measures at all OCCAR-EA Sites, including policy, governance, inspections and management of hazards and risks, as well as preventive and corrective actions;
- The management of Site Support Division staff;
- Have the duty of care in respect of the Health and Safety of all staff members in SSD. As Head of SSD they are accountable to the Director for the proper discharge of these responsibilities for all members of SSD and for all assigned activities;
- Ensure that adequate procedures are implemented to protect against fraud and theft and to safeguard cash balances, stores, equipment or assets of any kind (including those owned by OCCAR-EA or on behalf of nations held at contractors' works) within their management authority;
- Provision of inputs and reports to the OCCAR Committees on matters related to their tasks as directed by the Director;
- Provision of support to the Director on wider issues as the need arises.

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** Executive management skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts, proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a 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** Proven leadership experience, ideally including leading and supporting geographically dispersed teams, across several countries;
- ES 2** Wide knowledge and experience in corporate site management with a minimum of a 3 years' experience at a senior level working in a complex multinational environment;
- ES 3** Experience in managing complex projects in site management, including all aspects of facilities management, encompassing health and safety aspects;
- ES 4** Experience of budgetary management, including generating budgets, in-year management;
- ES 5** Extensive experience in contractual matters, including experience in leading contract negotiations, including both site-related technical and commercial aspects, and in managing contractors and their performance.

4.2 Desirable:

- DS 1** Awareness of defence related structures and organisations and knowledge of regulations generally applicable to international organisations;
- DS 2** Experience in a multicultural European environment and in international collaborative projects;
- DS 3** Demonstration of advanced problem-solving abilities

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, or demonstrated experience in the activities directly related to the prescribed tasks.

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:

Massimo SCIALPI (Deputy Director)
Email: massimo.scialpi@occar.int

or

Sobia MIRZA (Head of Human Resources Division)
Email: sobia.mirza@occar.int

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

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.