



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	A087 - ADMINISTRATIVE COORDINATOR BONN
<b>Grade</b>	A2
<b>Division</b>	Site Support Division
<b>Section</b>	Site Management Section Bonn
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	24 November 2025
<b>Start Date</b>	01 March 2026
<b>Interview Date</b>	Week commencing on 15 December 2025

## **1. Background**

The Site Support Division (SSD) is responsible for the provision of essential infrastructure and support to enable the Programme 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 H&S in each of the OCCAR-EA sites.

The Administrative Coordinator Bonn is responsible for a variety of administrative co-ordination tasks across SSD to support CO objectives. This role is varied, diverse and sits at the centre of Divisional business. There will be opportunities to develop and implement policy and have a real influence of the support of the Division. This role will suit someone who is able to work independently and within a wider team, who enjoys working in a fast paced and changing environment, producing high quality work whilst managing competing priorities. Reporting to the Bonn Site Manager and working closely with the Head of Site Support Division (HoSSD), this position will gain exposure to all aspects of wider site management, Health & Safety management and Governance, and the full range of SSD outputs.

## **2. Duties and Responsibilities**

The post holder will report directly to the Site Management Section Leader Bonn.

They will be responsible for the provision of the support needed for the Bonn Site administrative day-to-day operation, maintenance and supply of local infrastructure and coordination services to support the Head of Division and SSD, whilst also supporting the wider Directorate, Program Divisions and Central Office Divisions stationed at Bonn.

The post holder will also act as the Deputy Site Manager during periods of absence. There will be frequent opportunities to draft Divisional documents and develop in-depth knowledge and experience of working in a diverse and vital support Division. The post also a supporting and Subject Matter Expert (SME) role in relation to other OCCAR-EA Sites. There may be a requirement for occasional travel to other OCCAR sites, subject to necessity.

In particular, the post holder will hold the following primary objectives:

- Act as the focal point to co-ordinate internal Divisional communication strategy and battle rhythm;
- Manage and co-ordinate document circulation and feedback cycle to meet document publication deadlines. Perform initial quality assurance to ensure all documents are accurate and correct before publication;
- Draft initial policy documents to support the Head of Division and Site Management Section leader as required covering the full range of Divisional Activities;
- Act as Divisional Quality Management Liaison Officer managing the circulation, review and quality assurance of the Internal Procedures (IP) process in support of the CO Directorate;
- Liaise with other OCCAR-EA Sites, to establish best practice across all Sites managed by SSD, to support them and to coordinate between them;
- Develop and keep up to date the procedures and policies related to those duties;
- Assist the HoSSD with the administrative aspects of the governance of the Health and Safety;
- Co-ordinate key aspects of H&S data collection from all sites across the OCCAR-EA estate;
- Perform such other duties appropriate to the post as may be assigned from time to time by the HoSSD or the Site Management Section Leader Bonn.

### **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** Proven experience in producing high quality written materials and drafting detailed policy documents in English;
- ES 2** Extensive experience in managing remote and diverse stakeholders, including cross-site coordination and the formation of virtual teams to deliver shared objectives, promote best practices, and support organisational governance;
- ES 3** Be able to demonstrate experience of delivering effective communication strategies across a diverse virtual team;
- ES 4** Experience in managing document circulation and feedback cycles, performing initial quality checks to ensure accuracy and compliance, while effectively handling competing deadlines in a fast-paced environment.

#### **4.2 Desirable:**

- DS 1** Previous experience in Health and Safety governance and data coordination across multiple sites or departments;
- DS 2** Knowledge of OCCAR Through-Life Management concept;
- DS 3** Previous experience in other international organisations.

## **5. Language Requirements**

- ADVANCED level<sup>1</sup> 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 education with several years of experience in the activities directly related to the tasks prescribed is highly desirable;
- Certificate in Occupational Health and Safety is desirable.

## **7. Security Clearance**

Security clearance at OCCAR Confidential level is required for this post.

## **8. Applications and Points of Contact**

For further information regarding this Post, please contact:

Frank-Stephan HARTMANN (Site Management Section Leader Bonn)

Email: [frank-stephan.hartmann@occar.int](mailto:frank-stephan.hartmann@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>.

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