



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	A076 - IT PROJECT MANAGER
<b>Nationality</b>	Vacancy is only open to nationals of an OCCAR Member State: Belgium, France, Germany, Italy, Spain and the United Kingdom.
<b>Grade</b>	A3
<b>Division</b>	Information Division
<b>Section</b>	Information Management Section
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b><u>Initial</u> Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	08/12/2025
<b>Start Date</b>	01/04/2026
<b>Interview Date</b>	Week commencing on 19/01/2026

## **1. Background**

The Information Division (ID) is responsible for providing services related to Information and Communication Technology (ICT) and Information Management (Info Mgmt) to support and enable the Programme Divisions and the Central Office to carry out the core activities of OCCAR-EA efficiently and effectively.

This includes all matters relating to ICT and Info Mgmt, including the management of IT infrastructure, cybersecurity, data protection, digital communication systems, collaboration tools, software applications, knowledge management, data governance, and ensuring the secure and compliant handling of all information across OCCAR-EA.

The Information Management Section sits within the ID and is responsible for the Information and Knowledge management within OCCAR-EA. Providing information and advice to the Head of ID and Deputy Director (DD) in their role as Chief Information Officer and process owner. The role is customer facing internally and externally.

## **2. Duties and Responsibilities**

The IT Project Manager (A3) plays a vital role in ensuring the successful delivery of increasingly complex and resource-intensive IT projects. This position is central to the management and support of key digital transformation initiatives, including the ongoing ERP implementation, the expansion of cloud infrastructure, and the deployment of AI-driven solutions aimed at improving operational efficiency.

The IT Project Manager will oversee the entire IT project lifecycle - from initial planning and execution to post-implementation support - ensuring seamless transitions and sustainable outcomes. Responsibilities also include leading future digitisation efforts and integrating advanced technologies such as AI-powered chatbots to streamline processes and enhance user experience. This role is pivotal in shaping the future of OCCAR's IT landscape, ensuring that the organisation remains agile, secure, and technologically advanced in an increasingly digital environment.

By assuming these responsibilities, the IT Project Manager (A3) will report directly to the Information Management Section Leader, but also supports the Head of ID and the OCCAR-EA Deputy Director in their role as Chief Information Officer and process owner.

In their area of responsibilities, the post holder will:

- Oversee the planning, execution, and completion of complex IT projects to ensure they are completed satisfactorily and within resource constraints;
- Address the increasing number of user requirements resulting from the growth of OCCARs Programmes and ensuring that IT projects effectively meet these needs;
- Manage changes to project scope, schedule, and costs with appropriate verification techniques and change control processes;
- Document IT projects carried out to ensure traceability during and after the project;
- Take responsibility for the support phase after the project to ensure a smooth transition and ongoing support;
- Identify potential project risks and develop mitigation strategies to minimise their impact on project timelines and outcomes;
- Promote a culture of continuous improvement by identifying lessons learned from completed IT projects and applying them to future digitisation initiatives;
- Contribute to the strategic direction of the IT infrastructure and enable a more proactive approach to IT management within OCCAR;
- Implement and manage cloud solutions, particularly in the Azure Cloud;
- Integrate AI-based solutions, including chatbots based on Copilot Studio or similar commercial solutions;
- Be responsible for the development and promotion of AI competencies within OCCAR to ensure the organisation can effectively utilise and implement modern AI technologies.

### **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 ability to manage complex IT projects from planning to post-implementation;
- ES 2** Proven ability to align IT initiatives with organisational goals and drive continuous improvement;
- ES 3** Expertise in cloud platforms, ideally including Microsoft Azure;
- ES 4** Experience in the implementation of AI projects;
- ES 5** Excellent communication skills and the ability to effectively manage diverse stakeholders.

#### **4.2 Desirable:**

- DS 1** Familiarity with IT governance frameworks (e.g. ITIL, COBIT) and project management methodologies (e.g. PRINCE2, Agile);
- DS 2** Ability to manage cross-functional teams and coordinate with external vendors or service providers;
- DS 3** Knowledge of cybersecurity principles and best practices, particularly in cloud environments;
- DS 4** Experience with ERP systems (e.g. SAP, Oracle, Microsoft Dynamics), particularly in implementation or support roles;
- DS 5** Experience in change management and user adoption strategies for new digital tools.

## **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 educational level qualification) with experience in the activities directly related to the prescribed tasks is highly desirable.

## **7. Security Clearance**

Security clearance at OCCAR CONFIDENTIAL level is required for this post - or needs to be obtained within the first 6 months of employment.

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

Applicants wishing to apply for this Post should email the completed application and supporting documentation to: [application@occar.int](mailto:application@occar.int)

For further information regarding this post please send your inquiry to the same email address.

### **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.