



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	B042 - SITE MANAGEMENT ASSISTANT
<b>Grade</b>	B5
<b>Division</b>	Site Support Division
<b>Section</b>	Site Management 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>	11 December 2025
<b>Start Date</b>	01 April 2026
<b>Interview Date</b>	Week commencing on 19 January 2026

## **1. Background**

The Site Support Division (SSD) is responsible for the provision of essential infrastructure and support to enable the Directorate, Programme Divisions and the Central Office to deliver the efficient and effective core activities of OCCAR-EA. This includes all matters relating to Site Management addressed in each of the OCCAR-EA sites.

The Bonn Site Management Team is responsible for the planning and implementation of the Enabling Infrastructure Management, Investments Management, Budget and Finance Management, Contract Management and Risk Management of the Bonn OCCAR-EA site. Site Management is also responsible for policy in respect to the Health & Safety, Emergency Planning, asset management and registry management.

## **2. Duties and Responsibilities**

The Site Management Assistant will report directly to the Site Management Bonn Section Leader and will closely support the Senior Site Management Bonn Assistant.

They are responsible, amongst other things, for assisting with the management of the Corporate Assets and related documents. They are also responsible for supporting the management of the local service support contract required for Bonn Site, and its day-to-day operation. They will support and assist with the provision, maintenance and supply of local infrastructure and services to the Programme Divisions.

In particular, they will:

- Assist with inventory of all assets (furniture, equipment, hardware and software) and coordinate with ICT Section for the management of ICT assets and property items (hardware and software);
- Assist with the management inventory of all OCCAR Bonn property items (office furniture, office equipment, etc.);
- Support the task to ensure that all inventory of OCCAR assets of all OCCAR Sites (office furniture, office equipment, etc.) are officially registered within OCCAR ERP system and all OCCAR property items are managed properly;
- Assist with the Fixed Assets Registry in close coordination with the other OCCAR sites;
- Assist with managing all write off/disposal of OCCAR assets;
- Manage with the completion of a full inventory of OCCAR Bonn Site assets once per year;
- Supervise check-in/check-out for all staff in Bonn (Central Office and Programme Divisions) for assets inventory control (for example mobile phones, office equipment);
- Support the management of the mobile phone contracts for Central Office and Programme Divisions;
- Assist with small procurement activities and invoice acceptance for procured goods and services for Central Office and Bonn Site administrative budget and for the Programme Divisions located in Bonn in accordance with the Delegation of Authority;
- Manage and monitor the stock levels of OCCAR Public Relation Items;
- Plan, manage and maintain Portable Appliance Testing (PAT) for Bonn site assets;
- Manage on-site faults and issues directly related to site support services;
- Undertake temporary additional tasks as required by the Senior Site Management Assistant Bonn;
- Deputise for the Senior Site Management Assistant during their absence.

### **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** 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. 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** Experience with procurement processes, particularly sourcing strategies and supplier management;
- ES 2** Proven experience in managing corporate assets, including inventory control, asset registration, tracking and disposal;
- ES 3** Demonstrated experience in financial administration, including working with databases and budget frameworks, with a particular focus on invoice processing and reconciliation.

##### **4.2 Desirable:**

- DS 1** Experience of working in a multinational working environment would be an advantage;
- DS 2** Familiarity with managing local infrastructure and service support contracts;
- DS 3** Awareness of Portable Appliance Testing (PAT) procedures and compliance requirements;
- DS 4** Experience in using Enterprise Resource Planning (ERP) or similar software systems.

#### **5. Language Requirements**

- ADVANCED level<sup>1</sup> of ENGLISH both oral and written.
- UPPER INTERMEDIATE level of German will be considered as an asset.

#### **6. Qualifications**

A higher secondary level education or equivalent in the activities directly related to the tasks described is highly desirable.

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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.

## **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:

Frank-Stephan HARTMANN

Email: A041@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>.