



## Organisation for Joint Armament Co-operation Executive Administration

| <b>VACANCY NOTICE</b>                |  |
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| <b>Post</b>                          | AF19 - REPORTING SCHEDULE AND GFX ACCOUNTABILITY OFFICER |
| <b>Grade</b>                         | A3   |
| <b>Division</b>                      | MALE RPAS Programme Division                             |
| <b>Section</b>                       | Programme Management Section                             |
| <b>Management of Staff</b>           | 0  |
| <b>Location</b>                      | Munich/Hallbergmoos, DE                                  |
| <b>Initial Contract Duration</b>     | 3 years  |
| <b>Closing Date for Applications</b> | 13 January 2026  |
| <b>Start Date</b>                    | 01 April 2026  |
| <b>Interview Date</b>                | Week commencing on 09 February 2026                      |

### **1. Background**

The European Medium Altitude Long Endurance (MALE) Remotely Piloted Air System (RPAS) Programme is a multinational cooperative Programme with the participation of the Federal Republic of Germany, the French Republic, the Italian Republic and the Kingdom of Spain.

The MALE RPAS Programme Division (MRPD) is responsible for the execution of the Contracts for the Definition, Development, Production and In Service Support for the MALE RPAS, and of any potential additional Contracts in specific areas, e.g., ATI, against High Level Objectives defined by the PPSs.

The MRPD is based in Hallbergmoos (Munich area), Germany.

Over the last four years, the MALE RPAS Programme has successfully passed towards gradual key milestones. A Definition Study was launched in 2016 to define common requirements among the Programme Participating States (PPPs) and was successfully concluded in 2018 with the System Preliminary Design Review (SPDR). The Invitation for Tendering for a Stage 2 Contract (Development and Production including 5 years of Initial In Service Support) was launched in October 2018. The subsequent two years were fully devoted to negotiating and refining the industry offer to ensure that the contract would

meet PPS' expectation in terms of performance, affordability and value for money. In 2021, OCCAR received a Grant from the European Commission (100 M€) to co-fund the Programme and supported PPSs in their national staffing of the Stage 2 Contract. The Stage 2 Contract was signed on 24 February 2022.

In this context, the Programme Management Section (PMS) is responsible for MRPD Programme management matters, including but not limited to GFX, reporting, scheduling, industrial security, configuration management, risks management, life cycle costs and quality.

## **2. Duties and Responsibilities**

The European MALE-RPAS Reporting Schedule and GFX Accountability Officer reports to the Programme Management Section Leader and will support their Section Leader for all general management and business support activities within the Programme Division. In particular, the Reporting Schedule and GFX Accountability Officer will be responsible for all activities related to business planning and reporting and GFX management. Under the supervision of the Programme Management Section Leader, they will:

### **Programme Management tasks**

- Establish and maintain the Programme Management Plan and the Through-Life Programme Management Plan;
- Provide support to the Programme Management Section Leader for the planning and preparation of the PC and PB meeting liaising with CO and scheduling the required review steps of the presentation;
- Prepare the part of the OCCAR-EA Business Plan related to the European MALE-RPAS and of regular reports to the OCCAR-EA Director and Head of Programmes for corporate meeting, in accordance with the OCCAR-EA reporting system (e.g., reports for the BoS, FTPC);
- Provide reports to the MALE RPAS Programme Manager (PM) upon request;
- Establish and maintain the programme communication management plan;
- Establish and maintain the European MALE-RPAS master schedule and roadmap in close coordination with industry;
- Control, monitor and report to the PM on the Key Performance Indicators (KPI) within the balanced score card;
- Perform the monthly update of the BSC tool in accordance with the Planning and Reporting Calendar;
- Liaise with MRPD Risk Officer for the coordination, identification and monitoring of programme level risks (threats and opportunities), and acts as Risk Owner and/or Plan Owner for Risks that have been assigned to them by the PM.

### **GFX Management and Accountability tasks**

- Co-ordinate and monitor the provision and correct use by industry of Government Selected or Furnished items (e.g., facilities, services, equipment) as defined in the Stage 2 Contract;
- Ensure and validate, in close liaison with national representatives, the assumptions regarding GFX data;
- Establish and maintain the GFX management plan;
- Ensure that agreed GFX is provided in due time to the Contractor;
- Contribute to Experts Working Groups, as directed by the PM and/or their Line Manager;
- Evaluate and report the impacts of any GFX problem and propose solutions;
- Organize periodic GFX review with nations and industry.

### **General Management Tasks**

- Report to the Programme Management Section Leader on all relevant tasks and associated issues as required;
- Support development and implementation of PD management process and plans;
- Coordinate Information management (incl. DOORS, Records Register, Docuware, local procedures);
- On request of the Section Leader, performing other tasks and duties related to their responsibilities or in support of other management area or PD Section;
- Propose and develop new KPI when necessary for monitoring all PD activities.

### **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** Knowledge and experience in Programme Management activities, including risk management, programme assessment and planning processes and tools;
- ES 2** Previous experience in Development, Production or In Service Support phases of military aeronautical systems;
- ES 3** Good understanding and experience of managing an Integrated Master Schedule (IMS);
- ES 4** Awareness of Through Life Management principles;
- ES 5** Familiarity in using specialised software and tools for Project Schedule management and good knowledge of Excel.

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

- DS 1** Experience in monitoring complex contracts;
- DS 2** Experience attained from working in international programmes;
- DS 3** A keen awareness and knowledge of other defence structures and International Organisations relevant for the MALE RPAS Programme;
- DS 4** Sound knowledge of Life Cycle Cost analysis;
- DS 5** Project/Programme Management certification (Prince 2, PMP or equivalent).

#### **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 qualification in the activities directly related to the described tasks 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:

Andrea ESPOSITO (Programme Management Section Leader)

Email: [andrea.esposito@occar.int](mailto:andrea.esposito@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>.