



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	B013 - PERSONNEL MANAGEMENT SENIOR ASSISTANT 1
<b>Grade</b>	B6
<b>Division</b>	Human Resources Division
<b>Section</b>	Personnel Management Section
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, 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 Human Resource Division is responsible for the implementation of the Human Resource Management Process. The purpose of the Division is to ensure that the necessary human resources are provided and managed in a cost-effective manner, in order to enable OCCAR-EA to meet its strategic objectives. The Division also has the responsibility to contribute to the promotion of morale and efficiency throughout the Organisation by providing an efficient and responsive personnel service.

The Personnel Management Section is responsible for all administrative tasks related to the recruitment, integration and ongoing personnel administration requirements of the staff members.

## **2. Duties and Responsibilities**

The Personnel Management Senior Assistant 1 will report directly to the Personnel Management Section Leader (PMSL). They will also support and assist the Senior Personnel Management Officer (SPMO) and the Personnel Management Officer (PMO) in various areas of personnel management.

In particular, they will:

**Personnel Management:**

- Carry out secretarial functions for personnel management issues such as:
  - Drafting and, once approved, issue of correspondence;
  - Contributing to the drafting of HR papers such as Job Descriptions, Internal Memos, Organisation Charts, presentations, etc.;
- Support staff on personal issues in accordance with OCCAR-EA personnel regulations and procedures;
- Maintain leave / days off records of staff members (entitlement, authorisations, follow-up);
- Carry out the Home Leave authorisation, providing advice and scrutiny of Home Leave requests.;
- Act as focal point for the OCCAR medical advisor, arranging medical examinations for all Bonn Staff Members;
- Prepare Step Increase Reports and apply step changes to all staff records and pay system;
- Act as focal point for the engagement of Detached National Experts (DNE), administering the initial contractual arrangements and providing administrative support during the period of detachment;
- Provide statistics and prepare presentations on HR activities as required by Senior Management;
- Archive, organise, collate, scrutinise all personnel files and other documents in OCCAR's electronic archive;
- Provide cover in the absence of Personnel Management Senior Assistant 2.

**ICT:**

- Act as HRD Subject Matter Expert ICT:
  - Be the interface between the ICT Section and the HR Divisions;
  - Report any underlying / performance problems regarding ICT;
  - Participate in testing of ICT solutions;
  - Give "user" training on ICT equipment to all staff in the HR Division;
- Maintain HR intranet and internet webpages;
- Create online surveys, e-learning and forms.

### **Recruitment:**

- Support the recruitment process up to and including B6s through the following phases:
  - o Evaluation of applications and carry out the sifting process within the interview panel;
  - o Conduct recruitment interviews and produce official interview reports;
  - o Provide feedback to candidates and Nations regarding applications/interviews;
- Provide advice to Line Managers;
- When required, arrange external advertisement through the media and job portals on the internet.

### **Staff integration:**

- Assist new Staff Members with a wide variety of local administration issues, liaising with local German authorities as necessary (e.g., registrations);
- Organise Newcomer Briefings and Induction Courses for all OCCAR sites.

### **Staff Appraisal process:**

- Carry out the OCCAR-EA's Staff Appraisal process;
- Provide advice and assistance to the Rating Officers on all aspects related to the Staff Assessment processes and procedures.

## **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** Extensive knowledge and experience in Human Resource Management, including staff selection and onboarding, staff appraisal and management of leave;
- ES 2** Proven ability to draft papers, correspondence, and formal documents in English, often under tight deadlines;
- ES 3** Proven ability to compile detailed HRD-related statistics and develop clear, impactful presentations across all areas of HRD;
- ES 4** Extensive experience of end-end recruitment processes, including competence-based selection interviewing;
- ES 5** Demonstrated knowledge and experience in organising and delivering courses (e.g., Newcomers Briefing /Induction Course).

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

- DS 1** Sound knowledge of international personnel regulations and policies within the HR domain;
- DS 2** Practical experience with Electronic Document and Records Management systems, as well as HR modules within Enterprise Resource Planning (ERP) platforms;
- DS 3** Extensive IT skills and experience, including the use of digital tools and software for managing VTCs, generating statistical reports, editing corporate web content, and designing online surveys;
- DS 4** Knowledge and experience in implementing pay step adjustments;
- DS 5** Previous experience in an International Organisation and/or international context.

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

- ADVANCED level<sup>1</sup> of ENGLISH both oral and written.
- UPPER-INTERMEDIATE or higher level of GERMAN is desirable.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

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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.

## **6. Qualifications**

A higher secondary education or equivalent plus practical experience in the activities directly related to the tasks described is highly 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:

Marie Louise MITCHELL (Personnel Management Section Leader)

Email: [marie.mitchell@occar.int](mailto:marie.mitchell@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>.