



<b>VACANCY NOTICE</b>	
<b>Post</b>	A079 - PROGRAMME REPORTING OFFICER
<b>Grade</b>	A3
<b>Division</b>	OCCAR-EA Directorate
<b>Section</b>	Planning & Reporting Office
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	19 March 2026
<b>Start Date</b>	01 July 2026
<b>Interview Date</b>	Week commencing on 27 April 2026

## 1. Background

The Planning & Reporting Office (PRO) is a key component of OCCAR-EA, the Organisation for Joint Armament Cooperation - Executive Administration. It supports the OCCAR-EA Director by managing all activities related to planning, reporting, and performance measurement, which form the foundation of corporate governance. PRO also maintains

strategic relationships with Member States at the Board of Supervisors (BoS) and Future Tasks and Policy Committee (FTPC) levels.

The Office is primarily responsible for:

- Establishing and maintaining the OCCAR-EA Business Plan to ensure alignment with organisational objectives;
- Leading planning and reporting activities at both corporate and programme levels, providing transparency and accountability, and offering Senior Executives a comprehensive overview of the OCCAR programme portfolio, highlighting areas requiring attention;
- Acting as secretariat to the BoS and FTPC;
- Developing and implementing corporate performance management policies and monitoring their effective application.

Through these activities, PRO ensures that OCCAR-EA operates with a clear strategic direction, robust governance, and measurable performance outcomes. The Office is headed by the OCCAR-EA Deputy Director.

## **2. Duties and Responsibilities**

The Programme Reporting Officer will support the Strategy & Business Planning Section Leader in coordinating business planning, reporting, performance management, and quality assurance activities across OCCAR-EA. In particular, they will:

### **Business Planning**

- Assist in initiating and coordinating the annual business planning cycle;
- Provide support in preparing and establishing the OCCAR-EA Business Plan; ensure its timely production and dissemination in electronic and hard copy formats;
- Assist Programme and Central Office Divisions in preparing Programme Management Plans (PMPs).

### **Corporate and Programme Reporting**

- Assist Programme and Central Office Divisions in preparing Programme Annual Reports (PARs);
- Support the coordination of the staffing process for PMPs and PARs, ensuring timely completion;
- Contribute to maintaining an up-to-date summary of programme progress across the portfolio, highlighting areas of concern;

- Assist in performing cross-cutting analysis by aggregating data from multiple programmes;
- Help ensure consistency between programme reports and Balanced Scorecard data;
- Support facilitation of customer satisfaction workshops and preparation of written records.

#### **Performance Management**

- Assist with administration of the OCCAR-EA Performance Management software tool, including verifying data quality and coherence;
- Support monthly data uploads and help with upgrades, training, and documentation.

#### **Quality Management**

- Contribute to maintaining OCCAR Management Procedures and Internal Procedures related to planning and reporting;
- Assist in coordinating the annual Staff Survey;
- Support identification of risks (threats and opportunities) in the business planning and reporting domain.

#### **Internal Communication**

- Assist in preparing Planning & Reporting Community of Practice (CoP) meetings and other relevant meetings (i.e., BoM, BoS, FTPC if required);
- Support maintenance and development of designated areas of the OCCAR-EA Intranet and Extranet; and contribute to other communication channels and tools.

#### **Additional Support**

- Provide assistance to the Section Leader on PRO-related matters as required.

### **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** Practical experience in business reporting activities to high-level audiences;
- ES 2** Sound experience in supporting the development of documents, analysing complex information from multiple sources and synthesising it into clear, concise reports and summaries;
- ES 3** Experience in drafting and reviewing official papers and reports to a high standard in the English language;
- ES 4** The ability to work against fixed, unmovable deadlines;
- ES 5** Experience in the preparation of high-level meetings.

**4.2 Desirable:**

- DS 1** Experience of defence procurement programmes and related forward planning and forecasting;
- DS 2** Familiarity with performance management frameworks and tools. Should the post holder not possess such knowledge, they will be expected to attend internal training;
- DS 3** Experience in Internal Communication activities, such as preparing staff surveys and managing Intranet content;
- DS 4** Familiarity with or experience in international institutions/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 alternate qualification in the activities directly related to the tasks described is highly desirable.

## **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:

Simona TRUFELLI (Strategy & Business Planning Section Leader)

Email: [simona.trufelli@occar.int](mailto:simona.trufelli@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.