



VACANCY NOTICE	
Post	AF18 – CONTRACTS OFFICER
Grade	A3
Division	MALE RPAS Programme Division
Section	Commercial and Contract Section
Management of Staff	0
Location	Munich/Hallbergmoos, DE
Initial Contract Duration	3 years
Closing Date for Applications	02 June 2026
Start Date	01 October 2026
Interview Date	Week commencing on 29 June 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, recently joined by Japan and India as observers.

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.

The MALE RPAS Programme Division is based in Hallbergmoos (Munich area), Germany.

To date, 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 and was successfully concluded in 2018. 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' expectations in terms of performance, affordability and value for money. The Stage 2 Contract was signed on 24 February 2022. The MALE RPAS Programme has successfully passed the Preliminary Design Review in 2024 and the Critical Design Review in 2025 that concludes the design phase enabling the start of prototype production and paving the way to the first flight.

In this context, the Contract and Commercial Section is responsible for all contractual, commercial and financial activities of the Division, but also manages this European armament Programme with respect to the European Defence Fund (EDF) established by the European Commission (EU-Com) strengthening European sovereignty and continuously aiming at improving the effectiveness of European industrial defence cooperation.

2. Duties and Responsibilities

The Contracts Officer reports to the Commercial and Contract Section Leader and will:

- Prepare Contract Routes, RFQs, draft and negotiate complex contracts and contractual documents (contract bodies and annexes) and Service Level Agreements to be awarded in close cooperation with the technical and finance staff of the MRPD;
- Manage, with appropriate IT support, all relevant contractual documentation, in particular for Contract Amendments, incl. Contract Change Proposals (CCPs); also ensure the proper handling of all protected documentation (such as ITAR/EAR etc.) inside MRPD;
- Prepare and implement the "Authorisation To Proceed" (ATP) process;
- Prepare Contract Presentation Reports (CPR) for letting the contractual documents, some up to the OCCAR Director level;
- Set up and conduct competitive procurements, in particular for the execution of the Administrative Budget;
- Draft contractual relevant agreements and side letters ("white papers") to adapt to modified Customer needs;

- Support the Contract Change Procedure iaw the Ts&Cs and Annex D of the Global Contract;
- Coordinate with the NPAs on all pricing matters where appropriate;
- Support of contract management, handling contractual issues that may arise during the execution of the contracts including the application of penalty payments;
- Ensure that contractual deliverables are accepted in accordance with contract conditions;
- Provide contractual advice on the correct execution of the MALE RPAS Programme to the Commercial Section Leader and the Programme Manager;
- Monitor the compliance of activities against the MoUs/ProgDs and support the amendment process of MoUs/ProgDs, if required;
- Support the Commercial and Contracts Section Leader in the preparation and conduct of meetings including presentations and taking Minutes of Meeting (MoM);
- On request of the Section Leader or the PM, performing other tasks and duties related to their responsibilities or in support of other area or PD Section.

These activities are carried out in collaboration with Participating Programme States, industry and OCCAR Central Office.

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** Good background in contracts within a complex environment;
- ES 2** Sound experience in negotiation and administration of international contracts;
- ES 3** Sound experience of drafting terms of contract for major defence programmes;
- ES 4** Knowledge of the structure of contractor prices for major defence programmes;
- ES 5** Hands-on experience in the administration of complex contract documentation, incl. handling of proper IT tools.

4.2 Desirable:

- DS 1** Knowledge of national pricing rules and regulations and pricing activities in armament programmes;
- DS 2** Knowledge of the OCCAR Through-Life Management concept;
- DS 3** Experience of handling contract issues/disputes;
- DS 4** Knowledge and experience in intellectual property rights;
- DS 5** Knowledge of ITAR and EAR regulations.

5. Language Requirements

- ADVANCED level¹ of ENGLISH both oral and written.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

¹ The language levels can be found on the OCCAR website, www.occar.int Careers / Applying.

6. Qualifications

A higher secondary education or equivalent with several years of experience in the activities directly related to the tasks prescribed 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:

Dr. Karl-Heinz SEEKATZ (Commercial and Contract Section Leader)

Email: karl-heinz.seekatz@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>.