



<b>VACANCY NOTICE</b>	
<b>Post</b>	B043 - DIRECTORATE ASSISTANT 2
<b>Grade</b>	B5
<b>Division</b>	OCCAR-EA Directorate
<b>Section</b>	-
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	01 April 2026
<b>Start Date</b>	01 July 2026
<b>Interview Date</b>	Week commencing on 04 May 2026

## 1. Background

The Directorate Office of OCCAR-EA comprises of the Directorate Senior Executive Adviser (DSEA), the Directorate Higher Executive Adviser (DHEA), the Directorate Executive Adviser (DEA) and the Directorate Assistants (DA). Its tasks are to provide effective support to OCCAR-EA top management (Director, Deputy Director and Head of Programmes) in the fields of secretarial and advisory work.

## **2. Duties and Responsibilities**

The Directorate Assistant 2 (DA 2) will provide secretarial and administrative support to the OCCAR-EA Director, the Deputy Director, the Head of Programmes and the Directorate. They will work under the direct supervision of the DEA and will report directly to the DSEA.

In particular, they will:

- Administrative organisation of meetings for the Directorate, including booking of meeting rooms, coordination of visitor permits, communication of catering to the OCCAR Service Provider, booking of restaurants etc;
- In conjunction with DA 1, organise duty travels for the Director, Deputy Director and Head of Programmes and subsequent claims;
- Handle incoming/outgoing telephone calls, web, video and teleconferences;
- Manage correspondence in accordance with the OCCAR-EA Quality Management System procedures;
- Ensure the recording of information for all Directorate, using the Electronic Record Management System (ERMS) (“DocuWare”), and contribute to the assessment and improvement of the system;
- Support Directorate in the collection of statistical data;
- Adjust documents and presentations to the corporate design;
- Maintain contacts listings up-to-date;
- Support the Senior Executives, the DSEA and Directorate as required;
- Maintain the hospitality book with the gifts/invitations presented to the Directorate staff.

## **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 be able to demonstrate a good working knowledge of MS Office software;
- CS 5**      Good team-working skills with ability to establish good working relationships 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 in similar activities, preferably obtained in defence procurement within the OCCAR Nations or other international organisations;
- ES 2** Proven ability to deliver robust solutions in a timely manner, often to tight deadlines;
- ES 3** Experience of carrying out work duties according to a flexible schedule.

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

- DS 1** Experience of providing secretarial and administrative support to senior staff at the top management level, preferably supported by respective training;
- DS 2** Experience of organising duty travels and events for senior staff members, including providing administrative support (requests, claims etc), preferably supported by respective training;
- DS 3** Experience in creating forms and templates, and/or in applying corporate design standards to documents, ideally using Microsoft products;
- DS 4** Knowledge of how to apply Microsoft SharePoint and Power Automate in daily work, preferably supported by respective training.

#### **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 higher secondary education, a degree or relevant experience is highly desirable.

---

<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:

Torsten HOFMANN (Directorate Senior Executive Adviser)

Email: [torsten.hofmann@occar.int](mailto:torsten.hofmann@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>.