



<b>VACANCY NOTICE</b>	
<b>Post</b>	B047 - SECURITY ASSISTANT 2
<b>Grade</b>	B6
<b>Division</b>	OCCAR-EA Directorate
<b>Section</b>	Security 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>	24 March 2026
<b>Start Date</b>	01 July 2026
<b>Interview Date</b>	Week commencing on 20 April 2026

### **1. Background**

The OCCAR-EA Security Office is responsible for maintaining the confidentiality of classified information by safeguarding it from espionage, compromise or unauthorised disclosure, and by safeguarding installations housing Classified Information from sabotage and malicious wilful damage.

The Security Section is responsible for ensuring the implementation of security procedures as prescribed in the OCCAR Security Regulations OMP (OCCAR Management Procedures) 11 and 12. They work together with national and local Security Authorities for security related matters.

## **2. Duties and Responsibilities**

The Security Assistant 2 will support the Security Section Leader in the day-to-day management of security within OCCAR-EA Central Office as well as in Programme Divisions.

To this end, the Security Assistant will report to the Security Section Leader.

In particular, they will:

- Manage and verify the security files for OCCAR-EA Staff in Central Office and Programme Divisions, ensuring that all personnel hold the required level of Personnel Security Clearance (PSC), in close coordination with the National Security Authorities responsible for Staff Members in routine business;
- Verify that OCCAR-EA contractors or contractor personnel employed at OCCAR-EA to carry out security services or maintenance work in OCCAR-EA premises, hold the appropriate Personnel Security Clearance and request the relevant assurances or certificates from the responsible Company Security Officials;
- Ensure proper management and control of Access Authorisations for OCCAR-EA Staff requiring access to classified information;
- Initiate the procedures for the issue of Security Passes for OCCAR-EA staff and administer an IT-based electronic access control systems at Bonn Site as well as control the access rights for OCCAR-EA Staff Members, contractor personnel on site and visitors to OCCAR-EA premises in Bonn or parts thereof;
- Maintain the international visit procedures;
- Conduct Security Briefings for all OCCAR-EA sites;
- Task, supervise, monitor and control the OCCAR-EA Security Guards for the Bonn site;
- Be contactable, if required, in an emergency and available to attend the workplace (Bonn site) at short notice;
- Update and maintain the Security pages of OCCAR-EA Intranet;
- Maintain a procedure for control of visitors to OCCAR-EA premises and establishments of OCCAR-EA Programme Divisions;
- Provide, as required, prompt advice and guidance to OCCAR-EA Staff on implementation of OCCAR-EA Security Procedures and conduct the necessary security education of the Staff;
- Maintain contact with host nation's local security authorities;

- Administer the encryption software in OCCAR by providing encryption keys and software to OCCAR-EA Corporate Committees and OCCAR-EA. Provide support in the use of the encryption tools, including the creation and secure management of public/private keys;
- Act as the Bonn Registry Control Officer; Record classified documents, files, drawings and procedures both in electronic and hardcopy forms for the Classified Registry of the Central Office and Bonn Programme Divisions. Provide training and security guidance to all divisional RCOs;
- Oversee and safeguard any other classified material, including models, mock-ups etc. for Central Office's and Bonn's Programme Divisions;
- Issue the courier certificates for international transportation of Classified Information;
- Support the Security Section Leader in preparing the OCCAR Security Committee meetings as well as international security experts group meetings relating to OCCAR-specific security issues;
- Support the Security Section Leader in carrying out physical control of the premises as well as the planning and the implementation of all necessary protection measures, in co-ordination with designated Programme Security Officials, Site management and Security Authorities of the host nations and for all OCCAR-EA sites as appropriate;
- Support the Security Section Leader in handling of all security violations within OCCAR-EA and maintaining close liaison with the local police and other relevant security authorities of the OCCAR member and participating States;
- Provide close support to the Programme Designated Security Officials, with the main focus on the newly integrated and small PDs;
- Undertake temporary additional tasks as required by the Deputy Director/ Security Section Leader.

### **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** Proven knowledge and experience in managing and controlling Personnel and Facilities Security Clearances;
- ES 2** Experience in managing cryptographic keys for classified data transmission;
- ES 3** Proven experience in managing a classified archive;
- ES 4** Experience in dealing with physical security and guarding;
- ES 5** Knowledge and experience in applying Security policies and procedures from one or more OCCAR Member States or international organisations such as NATO, the EU or similar entities.

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

- DS 1** Relevant hands-on experience in the activities associated with the prescribed tasks is highly desirable;
- DS 2** Experience in the domains of Force Protection and Physical Security would be an advantage;
- DS 3** Willingness and ability to undertake duty travel as required by the role;
- DS 4** Experience of working in a multinational environment would be an advantage;
- DS 5** Knowledge of OCCAR Through-Life Management concept.

#### **5. Language Requirements**<sup>1</sup>

- ADVANCED level of ENGLISH both oral and written.
- UPPER-INTERMEDIATE level of GERMAN would be an advantage.
- 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, a degree or relevant experience is highly desirable.

Proven participation at NATO/EU and/or national Security Courses related to the tasks prescribed would be an advantage.

## **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:

Daniele BODDI (Security Section Leader)

Email: [daniele.boddi@occar.int](mailto:daniele.boddi@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>.