



VACANCY NOTICE	
Post	B801 – MANAGEMENT ASSISTANT 1
Grade	B6
Division	HORIZON Programme Division
Section	Management Section
Management of Staff	0
Location	Paris, FR
Initial Contract Duration	3 years
Closing Date for Applications	30/04/2026
Start Date	01/08/2026
Interview Date	Week commencing on 01/06/2026

1. Background

The HORIZON (HRZ) Programme Division (PD) is in charge of the management of two different Programmes, namely the Hrz MLU and FREMM Programmes.

The scope of the HORIZON Programme is the development, production and initial in-service support of the HORIZON ships Class Mid-Life Upgrade (MLU). The FR-IT HORIZON Class is composed of the following 4 vessels:

- 2 French Vessels:
 - Forbin (FOC);
 - Chevalier Paul (FOS 1).
- 2 Italian Vessels:
 - Andrea Doria (FOC 2);
 - Caio Duilio (FOS 2).

Besides, with a dedicated section, the PD is responsible for the management of development, production and In-Service Support of the European Multi-Mission Frigate (FREMM).

The FREMM Programme is broken down into different ship versions:

- Anti Sous-Marine (ASM) / Frigate de Defense Aeriene (FREDA) versions for FRANCE;
- General Purpose (GP) / Anti-Submarine Warfare (ASW) /Anti-Submarine Warfare enhanced (ASW enhanced)/ Evolution (EVO) versions for ITALY.

During the 2026, the French participation in the FREMM Programme is expected to be completed and the Horizon PD will only managing the Italian counterpart of the FREMM Programme.

The HRZ PD is located in the Paris area and a Satellite is located in La Spezia (IT).

This post is based in Paris area (FR).

2. Duties and Responsibilities

The post holder shall coordinate the Management Assistant 2 located in Paris and Management Assistant 3 located in La Spezia.

The Management Assistant 1 will report:

- for common activities to the Programme Manager (PM) and the Deputy Programme Manager (DPM);
- for matters concerning only the Participating State from which they are a national, to the PM or DPM (the one who is also a national from the Participating state);
- to the HORIZON PD Security Officer with respect to the management of classified material.

The post holder will also maintain a close functional link with the:

- Paris site management and Central Office divisions and in particular with the Security Section in order to ensure the promulgation of “Site wide” policies and procedures;
- Italian Embassy for the national correspondence.

The post holder shall provide management/administrative support to the PM and/or the DPM and the Programme Division. In particular they will:

- act as HORIZON PD (Paris Site) ADSO (Adjoint Deputy Security Officer);
- act as ICT Focal Point. The post holder will be the first point of contact in the PD for any software/hardware and Network issues. They shall perform first aid technical Assistance on IT (Information Technology) related issues and liaise with ICT site responsible and Central Office for ICT matters;
- manage documentation held by the PD in accordance with OCCAR-EA security procedures and instructions;
- shall support the Risk Management Officer and the Planning & Reporting Officers in management of the related Software Tools;
- handle incoming and outgoing mail;
- provide administrative support for the PD (according to OMP 10 Art. 7);
- manage duty travel orders and claims issued directly by the Programme Manager and Deputy Programme Manager, and coordinate the management assistants to manage duty travel orders and claims issued by the division staff members;
- answer to incoming enquiries to the Programme Manager’s office;
- co-ordinate the PM diaries (i.e. meetings, conferences, duty travels);
- file and maintain personnel OCCAR records and relevant documents to the Programme Division;
- file and maintain (in liaison with National Navy Staff Personnel Department) Navy military personnel National records (Staff Report mainly) and relevant documents;
- draft and type documents/e-mails for the PM and Deputy PM on request;
- maintain and keep up-to-date the attendance list of the Programme Division;
- coordinate all necessary aspects relevant to the preparation of High-Level meetings and events (i.e. Programme Boards, Programme Committees, official ceremonies etc.).

If necessary, take temporary additional tasks:

- for common activities, as jointly required by the Programme Manager and the Deputy Programme Manager;

- for activities concerning only the Participating State from which they are a national, as required by the PM or DPM (the one who is also a national from the Participating state).

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, network, IT tools and give first aid technical advice/support to staff members;
- 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** Experience in providing management and administrative support in this field for national or international organisations;
- ES 2** Experience in managing Navy military personnel National records (Staff Reports mainly) and relevant documentation;
- ES 3** Proven capability in problem solving on computer-based software (Microsoft Sharepoint, Microsoft Office, Windows, Microsoft Dynamics), related issues;
- ES 4** Knowledge of rules covering handling of mail with particular reference to classified mail and familiarity with international security regulations;
- ES 5** Proven capabilities in organising and managing official events.

4.2 Desirable:

- DS 1** Knowledge and experience in database software MS Access highly desirable,
- DS 2** Awareness of Through Life Management principles;
- DS 3** Awareness of Quality Management Systems;

DS 4 Awareness of Risk Management;

DS 5 Previous experience in ICT technical support and cyber awareness.

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.

6. Qualifications

A higher secondary education certificate or equivalent 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:

Lorenzo Raciti (Programme Manager)

Email: lorenzo.raciti@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>.

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