



<b>VACANCY NOTICE</b>	
<b>Post</b>	A821 - FINANCE & CONTRACT OFFICER 1
<b>Grade</b>	A3
<b>Division</b>	HORIZON Programme Division
<b>Section</b>	Commercial Section
<b>Management of Staff</b>	0
<b>Location</b>	Paris, FR
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	20/04/2026
<b>Start Date</b>	01/07/2026
<b>Interview Date</b>	Week commencing on 11/05/2026

## 1. Background

The scope of the HORIZON Programme is the development, production and Initial In-Service Support of the HORIZON ships Class Mid Life Upgrade. The FR-IT HORIZON Class is composed of the following 4 vessels:

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

Besides, the HORIZON Programme Division (PD) is also in charge, with a dedicated section, of 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:

- Frigate Defence Aérienne (FREDA)/ Anti Sous-Marine (ASM) versions for France;
- General Purpose (GP)/ Anti-Submarine Warfare (ASW) versions for Italy/Anti-Submarine Warfare enhanced (ASW enhanced)/ Evolution (EVO) versions for ITALY.

During the 2026, the French participation to the FREMM Programme is expected to be completed but, on the other hand, it is expected the integration of a new Participating State into the Programme.

The HORIZON PD is located in the Paris area with one Satellite office in La Spezia (IT).

The Commercial Section has the responsibility for the general coordination of the both Programmes in line with the established schedule, performance and cost objectives.

This post is based in the Paris area (FR).

## **2. Duties and Responsibilities**

For the common programme activities regarding Contract/Finance matters, the post holder shall be jointly responsible with the others Finance & Contract Officers and therefore all of them shall co-ordinate.

For Contract/Finance matters concerning only the Participating State from which they are a national, the post holder shall be directly responsible.

Nevertheless, the post holder shall keep other Finance & Contract Officers informed to guarantee the proper management of the common programme activities.

The Finance & Contract Officer 1 will report:

- For common FREMM Programme activities to the Programme Manager (PM) and to the relevant Deputy Programme Manager (DPM);
- For common HORIZON Programme activities to the PM and to the Deputy HORIZON MLU Programme Manager;

- For Programme matters concerning only the Italian Participating State to the PM;
- For PD administrative matters to the PM.

The post holder will:

As far as contract activities are concerned:

- Manage the PD contracts and any amendments;
- Manage relationships with OCCAR-EA Central Office on any questions pertaining to contract rules, regulations and procedures;
- Manage relationships with National Official Services for any questions concerning contract rules, finance, or taxes;
- Give legal advice to the PM and/or relevant DPM concerning the correct legal execution of the contracts;
- Manage the successive versions of the signed contracts and store originals of all contracts led by the FREMM Programme;
- Handle any legal or contractual issues that may arise during the execution of the contracts;
- Take part in the establishment of any additional FREMM contract, taking into account OCCAR rules and regulations;
- Participate into the OCCAR Contract Forum.

As far as finance activities of the Programme Division are concerned:

- Draft the yearly Administrative Budget (AB) and Operational budget (OB);
- Prepare the Forecasts of Outturns at given dates and exercise Budget execution control;
- Prepare the Midterm Estimates for the AB and OB;
- Prepare Administrative and Operational Financial Plans (Cost Estimates on the whole duration of the programme);
- Propose to the Finance Division of Central Office the OB related call for funds to be issued;
- Co-ordinate funding requirements with OCCAR-EA Central Office;
- Manage and monitor the commitments to ensure consistency with financial ceilings;
- Keep the financial status of the Programmes up to date and deliver data for monitoring the financial performance indicators;

- Prepare reports, financial analysis, summary or forecasts as required by OCCAR financial rules and on a case-by-case basis if requested;
- Implement Board of Auditors recommendations;
- Support the PM in all financial activities may arise from the contracts management;
- Check the Requisitions for Commitment and enter all relevant data, for contracts (OB) impacting on OB or AB costs;
- Check the invoices and enter all relevant data into the accounting system, for both AB and OB, to enable payment after PM/DPM/TSL's validation (if not delegated);
- Check the invoices and manage all relevant financial data into the accounting system, for AB costs;
- Participate to all OCCAR Finance and Contract relevant meetings if and when requested.

If necessary, take temporary additional tasks:

- For common Programme activities as required jointly by the Programme Manager and the relevant Deputy Programme Manager;
- For Programme activities concerning only the Italian Participating State as required by the PM;
- For PD administrative activities as required by the PM.

### **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** Advanced knowledge and proven experience in the budget and cash financial management activities of International or National Programmes, with a minimum of 3 years, including budgeting and forecasting; knowledge of public sector financial accounting principles;
- ES 2** Experience in contracts management and negotiation (tender assessment, contract drafting, invoicing, relations with industry, etc...) in a complex environment. An experience of at least 3 years at procurement defence area before taking office;
- ES 3** Excellent analytical skills and strong attention to detail when preparing and checking spreadsheets and calculations including good working knowledge of MS Office software (especially MS Excel) to compile and present complex and diverse data. Previous experience in using financial software/ERP tools;
- ES 4** Good experience in general management (schedule, reporting...). Ability to assume responsibility, demonstrate proactive engagement, and anticipate forthcoming tasks and activities;
- ES 5** Wide experience of working with the customer governmental official technical and/or operational experts, with ability to perform under pressure and to manage tight deadlines.

#### 4.2 Desirable:

- DS 1** Knowledge of Accrual Accounting methodology and International Public Sector Accounting Standards (IPSAS);
- DS 2** Experience of internal/external quality/financial and audits/financial statements;
- DS 3** Experience in international co-operation activities and intercultural relationships;
- DS 4** Experience in maritime systems procurement activities (contract management), with drafting of papers, letters, documents and preparing financial presentations;
- DS 5** Knowledge of the OCCAR Through Life Management concept.

### 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.

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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**

University degree or equivalent educational level qualification in the activity directly related to the prescribed duties and responsibilities is mandatory.

**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:

Lorenzo Raciti (HORIZON Programme Manager)

Email: [lorenzo.raciti@occar.int](mailto: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>.