



VACANCY NOTICE	
Post	B013 - PERSONNEL MANAGEMENT SENIOR ASSISTANT 1
Grade	B6
Division	Human Resources Division
Section	Personnel Management Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	04 May 2026
Start Date	01 August 2026
Interview Date	Week Commencing 01 June 2026

1. Background

The Human Resources Division is responsible for the implementation of the Human Resources Management Process. The purpose of the Division is to ensure that the necessary human resources are provided and managed in a cost-effective manner, in order to enable OCCAR-EA to meet its strategic objectives. The Division also has the responsibility to contribute to the

promotion of morale and efficiency throughout the Organisation by providing an efficient and responsive personnel service.

The Personnel Management Section is responsible for all administrative tasks related to the recruitment, integration and ongoing personnel administration requirements of the staff members.

2. Duties and Responsibilities

The Personnel Management Senior Assistant 1 will report directly to the Personnel Management Section Leader (PMSL).

In particular, the postholder will:

Personnel Management:

- Carry out administrative and secretarial related to personnel matters, including:
 - Drafting correspondence and issuing it once approved;
 - Helping prepare HR documents such as job descriptions, internal memos, organisation charts and presentations.
- Provide advice and support to staff on HR related matters, following OCCAR-EA regulations and procedures;
- Maintain staff leave and time-off records (entitlement, approvals, monitoring);
- Manage the Home Leave process, including reviewing requests and giving guidance; Act as the main contact for the OCCAR medical advisor and arrange medical examinations for all Bonn staff members;
- Prepare salary step-increase reports and update staff records and pay system;
- Prepare HR related statistics and presentations for Senior Management when required;
- Organise, review, and maintain personnel files and other HR documents in OCCAR's electronic archive;
- Provide support to the Personnel Management Section Leader and Head of Human Resources Division as required;
- Provide cover for colleagues during absences.

ICT:

- Act as the HR Division's main point of contact for ICT matters:
 - Be the interface between the HR Division and the ICT team;
 - Report any IT performance or technical issues on behalf of the Division;
 - Participate in testing of new ICT tools;

- Provide basic ICT training for staff in the HR Division.
- Maintain and update HR pages on the intranet and internet.
- Create online surveys, e-learning material and digital forms.

Recruitment:

- Support the recruitment process for posts up to and including grade B6 by:
 - Reviewing applications and assisting with the shortlisting process; Taking part in interviews and preparing official interview reports; Providing feedback to candidates and participating nations regarding applications/interviews.
- Provide advice to Line Managers on recruitment matters.
- When needed, organise and manage external job advertisements through online job portals and other media.

Staff integration:

- Support new staff with local administrative matters, including liaising with local German authorities (e.g. registration requirements);
- Organise Newcomer Briefings and Induction Courses across all OCCAR sites.

Staff Appraisal process:

- Manage the OCCAR-EA staff appraisal process;
- Provide advice and support to managers on all aspects of the staff assessment procedure.

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** Extensive knowledge and experience in Human Resource Management, including staff selection and onboarding, staff appraisal and management of leave;
- ES 2** Proven ability to draft papers, correspondence, and formal documents in English, often under tight deadlines;
- ES 3** Proven ability to compile detailed HRD-related statistics and develop clear, impactful presentations across all areas of HRD;
- ES 4** Extensive experience of end-end recruitment processes, including competence-based selection interviewing;
- ES 5** Demonstrated knowledge and experience in organising and delivering courses (e.g., Newcomers Briefing /Induction Course).

4.2 Desirable:

- DS 1** Sound knowledge of international personnel regulations and policies within the HR domain;
- DS 2** Practical experience with Electronic Document and Records Management systems, as well as HR modules within Enterprise Resource Planning (ERP) platforms;
- DS 3** Extensive IT skills and experience, including the use of digital tools and software for managing VTCs, generating statistical reports, editing corporate web content, and designing online surveys;
- DS 4** Knowledge and experience in implementing pay step adjustments;
- DS 5** Previous experience in an International Organisation and/or international context.

5. Language Requirements

- ADVANCED level¹ of ENGLISH both oral and written.
- UPPER-INTERMEDIATE or higher level of GERMAN is desirable.
- 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 plus practical experience in the activities directly related to the tasks described is highly desirable.

7. Security Clearance

Security clearance at OCCAR Confidential level is required for this post.

8. Applications and Points of Contact

Marie Louise MITCHELL (Personnel Management Section Leader)
Email: marie.mitchell@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>.