



VACANCY NOTICE	
Post	A687 – CONTRACTS & FINANCE OFFICER 3
Grade	A3
Division	FSAF-PAAMS Programme Division
Section	Commercial and Finance Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	08 September 2026
Start Date	01 December 2026
Interview Date	Week commencing on 05 October 2026

1. Background

The FSAF-PAAMS Programme Division is based in Paris, France. It is composed of more than 30 Staff Members from Italy, France and the UK. Due to the increase of Nations requirements, the Programme is expanding with an additional 10 new posts being recruited in 2026.

The scope of the FSAF-PAAMS Programme is:

- The definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:
 - Surface-to-Air Anti-Missile system (SAAM);
 - Surface-to-Air Medium Range Land system (SAMP/T);
- The ammunition production and in service support of Principal Anti Air Missile System (PAAMS);
- The In-Service Support (ISS) of FSAF systems, PAAMS (Common & Empar) systems and Long-Range Radar (LRR), including ammunition and training & logistic support equipment;
- The Capability Sustainment & Enhancement of ammunitions and associated systems.

The management of the FSAF-PAAMS Programme is aimed at optimising the use of as many common elements as possible. It also gives consideration to the potential to extend the capabilities of the systems.

2. Duties and Responsibilities

The Contract Officer will report to the Commercial and Finance Section Leader and support them in their daily operational activities. They will be supervised by the FSAF-PAAMS Section (CS) Leader, who is responsible for assuring coherence of assignments with programme objectives.

They will have to act in compliance with OCCAR regulations in the following domains:

- Identify and analyse options to prepare and write procurement strategies/contract routes;
- Draft contracts and contract amendments consistent with the procurement strategy, government agreements and Programme Decision;
- Prepare requests for Orders and review Offers/Invitations to Tender for new system components and munitions, by analysing industrial price offers with national pricing authorities on price investigations/audits, evaluate IPR implications and other design related aspects liaising with technical team;
- Work closely with technical and finance staff on the delivery of systems and munitions, aligning outputs with legal, commercial and contractual Programme objectives;
- Negotiate and agree contracts, contract amendments with Industry and Nations. Writing of contract presentation reports;

- Support/advise Nations with the preparation of inter-governmental documents and OCCAR-EA Central Office with the preparation of Programme Decisions;
- Provide contractual/legal advice on the correct execution of the FSAF-PAAMS Programme from a contractual/legal perspective;
- Management of contracts post award, handling contractual issues that may arise during the execution of the contracts including the application of penalty payments;
- Assist in ISS contracts' negotiations and contract's closure;
- Manage Contracts' lifecycle and derived assessments, including contracts' performance management and adherence to contractual requirements and conditions;
- Support the Contract and Finance Officer in the preparation of contractual changes;
- Undertake additional tasks as required by the Programme Manager.

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** Sound knowledge and experience of Contractual negotiations and drafting of Terms and Conditions in an international or national programme office;

- ES 2** Ability to support the preparation of main contracts, contract bids, and responses to offer-soliciting letters, ensuring compliance with procedures and high-quality documentation;
- ES 3** A strong understanding of contract law, compliance standards, and industry regulations, ensuring all contract terms are interpreted correctly and adhered to, minimizing risks and ensuring legal compliance;
- ES 4** Strong understanding of IPR laws (patents, trademarks, copyrights, ITAR Law) and their impact on contract management, ensuring IP protection and compliance, while identifying and mitigating potential IP risks in contracts;
- ES 5** Strong capability to monitor and update deadlines for contractual decisions following receipt of deliverables, while proactively issuing alerts to technical staff for verification timelines.

4.2 Desirable:

- DS 1** Proficiency in analysing industrial proposals, calculating penalties, and contributing to financial oversight through the preparation of annual forecasts and outturns;
- DS 2** Competence in assisting the financial officer with the preparation of payment plans and financial tracking, ensuring alignment with contractual terms and budgetary frameworks;
- DS 3** A high level of attention to detail, ensuring that all contractual and financial documentation is accurate, error-free, and aligned with organizational goals, supporting precise decision-making;
- DS 4** Exceptional attention to detail when evaluating interdependencies between contracts. Identifies and mitigates risks arising from overlapping agreements, ensuring compliance and strategic alignment;

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 university degree or equivalent education with several years of experience in the activities directly related to the tasks prescribed is highly desirable.

¹ The language levels can be found on the OCCAR website, 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:

Francis CELESTE (FSAF-PAAMS Programme Manager)

Email: francis.celeste@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>.