



VACANCY NOTICE	
Post	B643 – CAMM-ER CONTRACTS AND FINANCE ASSISTANT
Grade	B6
Division	FSAF-PAAMS Programme Division
Section	CAMM-ER Section
Management of Staff	0
Location	Rome, Italy
Initial Contract Duration	3 years
Closing Date for Applications	10 June 2026
Start Date	01 September 2026
Interview Date	Week commencing on 29 June 2026

1. Background

FSAF (Famille des systèmes Surface-Air Futurs) PAAMS (Principal Anti-Air Missile System) is a multi-national Programme based on the Aster common missiles, looking at the Development, Production and ISS phases of medium to long-range Surface Air defence systems based on the Aster missiles family. The Programme Division is based in Paris, France.

The CAMM-ER (Common Anti-Air Modular Missile – Extended Range) Project is a sub-division of the FSAF-PAAMS programme, and it is based in Rome, Italy.

The scope of the CAMM-ER Project within the FSAF-PAAMS Programme consists on the Definition, Development, Production and In-Service Support of the CAMM-ER missile, focused on the production phase with initial ISS activities for the Short-Range Air Defence (SHORAD) capability in two system variants for the Italian Air force (MAADS - Modular Advance Anti-Air Systems) and Army (GRIFO).

2. Duties and Responsibilities

The CAMM-ER CONTRACTS AND FINANCE ASSISTANT will report to the Commercial and Finance Section Leader and support CAMM-ER Contract and Finance Officer. In their daily operational activities, they will be supervised by the CAMM-ER Section (CS) Leader, who is responsible for assuring coherence of assignments with CAMM-ER project objectives. The CAMM-ER Commercial and Finance Section Leader will manage this resource in close liaison and coordination with the CAMM-ER SL.

The post holder will:

- Record data related to contractual deliverables:
 - date and number of contractual deliverables;
 - update deadlines for decision after receipt of deliverables;
 - provide alerts to technical staff on deadlines for verification of deliverables;
- Record details of specific orders on Programme Division (PD) database dedicated to CAMM-ER project;
- Record contractor claims for extensions of time. Subsequently initiate response to industry based upon technical staff advice;
- Prepare dossiers for the analysis of industry requests for exemption from penalties and maintain penalties database. Subsequently prepare response to industry-based PD decision;
- Ensure that the Programme Division replies to letters sent by industry according to contractual deadlines;
- Support the Contract and Finance Officer in the preparation of contractual changes;
- Support the Contract and Finance Officer to enter contract payments and price revision data in the OCCAR Enterprise Resource Planning (ERP) tool;
- Record, check and process invoices received from suppliers for payment in accordance with OCCAR procedures;
- Calculate value of contractual penalties for late delivery payable by industry;
- Support the Contract and Finance Officer with respect to budgeting, forecasting and accounting including:

- Preparation of the annual Operational and Carry-Over Budgets;
 - Preparation of the Forecast of Outturns and Cash Forecasts for the annual budgets;
 - Preparation of Call for Funds for the Operational Budgets, and subsequent monitoring of the receipt of Contributions from Nations.
- 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** 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** Sound knowledge and experience of invoice processing and settlement 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** Proficiency in analysing industrial proposals, calculating penalties, and contributing to financial oversight through the preparation of annual forecasts and outturns;
- ES 4** Strong capability to monitor and update deadlines for contractual decisions following receipt of deliverables, while proactively issuing alerts to technical staff for verification timelines;

ES 5 Competence in assisting the financial officer with the preparation of payment plans and financial tracking, ensuring alignment with contractual terms and budgetary frameworks.

4.2 Desirable:

DS 1 Knowledge and experience in financial software;

DS 2 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;

DS 3 The ability to identify, assess, and mitigate risks related to contracts, financial projections, and delays, with a proactive approach to resolving issues and minimizing disruptions;

DS 4 Effective negotiation skills to secure favourable contract terms and the ability to manage relationships with clients, vendors, and internal teams, ensuring alignment with project goals and contractual obligations;

DS 5 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.

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.

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

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

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>.