



<b>VACANCY NOTICE</b>	
<b>Post</b>	A022 - HEAD OF PROGRAMME MANAGEMENT SUPPORT DIVISION
<b>Grade</b>	A5*
<b>Division</b>	Programme Management Support Division
<b>Section</b>	-
<b>Management of Staff</b>	26
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	17 June 2026
<b>Start Date</b>	01 September 2026
<b>Interview Date</b>	Week commencing on 13 July 2026

## 1. Background

The Programme Management Support Division (PMSD) within the Central Office (CO) of OCCAR-EA is the focal point for the continuous improvement of OCCAR's programme management performance and for the integration and start-up of new programmes.

PMSD provides programme and commercial management-related skills, processes and techniques, ensuring a common reference of best practices in support of all OCCAR programmes. It provides specialist expertise and resources for Programme Management, Contract Management, Systems Engineering, In-Service Support Management, Risk Management, Requirements Management, Through Life Management (TLM), Configuration, Standardisation and Integrated Logistic Support.

For new Programmes, PMSD manages the Integration Phase, including the preparation of Invitation to Tenders, contract negotiation, set-up of the Programme Division, preparation of the Programme Decisions (ProgD) and support to the Prospective Participating States in their MoU negotiations.

PMSD provides support and advice to the OCCAR-EA Director and OCCAR-EA Head of Programmes as well as assurance on all programme-related documentation.

## **2. Duties and Responsibilities**

The Head of PMSD is a member of the OCCAR-EA Board of Management and reports to the OCCAR-EA Head of Programmes.

In particular, Head of PMSD will:

- Provide effective support on programme management, programme integration and corporate/governance issues;
- Lead the Division to meet the objectives set out in the OCCAR-EA Business Plan and lead/support corporate strategic actions as required;
- Lead the integration and management of new programmes until contract signature;
- Lead in negotiation of ProgDs and ProgD changes (in collaboration with Programme Divisions if already extant);
- Lead the continuous development and application of Programme and Commercial Management best practices, providing support and advice to the programmes, and seek the continuous improvement of the programme integration process;
- Lead the development and implementation of risk management best practices, methods and tools across Programme Divisions and Central Office;
- Manage staff in the Division in a manner that promotes working as a team and enables them to achieve in an efficient and timely manner their specific objectives;
- Ensure the duty of care of all PMSD staff members in respect of the Health and Safety policies and procedures;
- Maintain close working links with the Programme Managers and their staff;
- Liaise with national focal points, industrial organisations and other international organisations to resolve common issues in programme and commercial disciplines;
- Provide input for corporate reporting or senior stakeholder meetings.

### **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** Executive management ability proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent leadership, interpersonal and team working skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** The ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a 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** A strong track record in programme management in an international environment at senior level, with particular emphasis on the Through-Life management of defence procurement;
- ES 2** A keen awareness and knowledge about armaments cooperation, programmes and defence structures/organisations at national and international level;
- ES 3** A sound knowledge of, and practical experience with, modern programme, commercial and information management tools and techniques, including risk management;
- ES 4** Proven experience in briefing and negotiating complex matters with senior, at least at 2 Star level, governmental and industrial representatives;
- ES 5** Proven experience in developing and implementing processes, procedures and best practices into an organisation.

#### 4.2 Desirable:

- DS 1** Practical experience with complex commercial and contractual topics and a result focussed approach to tackle those challenges in close cooperation with commercial/contractual/legal experts;
- DS 2** Proven experience in System Engineering, Configuration Management as well as in applying Life Cycle Costing;
- DS 3** A sound knowledge of, and practical experience with requirements and configuration management;
- DS 4** A sound knowledge of, and practical experience with MoUs and international agreements.

#### 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.

#### 6. Qualifications

A university degree or equivalent qualification in the activities directly related to the described tasks.

#### 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:

Darren ASH (OCCAR-EA Head of Programmes)

Email: [darren.ash@occar.int](mailto:darren.ash@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>.

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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.