



VACANCY NOTICE	
Post	AK02 – FINANCE AND CONTRACT OFFICER
Grade	A3
Division	MMPC Programme Division
Section	Commercial and Finance Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	03 June 2026
Start Date	01 October 2026
Interview Date	Week commencing on 06 July 2026

IMPORTANT INFORMATION

The start date of 01 October 2026 is provisional pending the formal Programme Decision. Any impact to the proposed timescales will be communicated to the candidates selected for interview.

1. Background

The Modular and Multirole Patrol Corvette (MMPC) is a multi-nations (France, Greece, Italy and Spain) Programme aiming to procure a new Class of military ship in order to accomplish, with a modular and flexible approach, a large variety of tasks and missions.

The ship has been foreseen as a multipurpose "Second rank vessel" based on a mono-hull concept, which will have the capacity to support and accommodate different weapon systems and the various payload compatible with a variety of assigned missions.

The version selected by the Nations is the Full Combat Multipurpose (FCM) version, equipped with a variety of systems.

The operational capacities of the ship will be enhanced through the development of innovative technological bricks.

This Programme has started with a first stage (Preparation and Definition phases) related to Concept, Feasibility and initial Design.

Stage 2 negotiations are currently ongoing and covers the Development and Production phases:

- Common Core Ship's Platform Design for all PSs and National variants Ship's Platform Design for IT, FR and ES;
- Platform Prototyping Activities;
- Combat System (C/S) design activities up to Whole Warship's (WW) Critical Design Review (CDR) for the IT, FR and ES Variants.

In this context, the Commercial and Finance Officer is responsible for all contractual, commercial and financial activities of the Division, including the activities related to the role of OCCAR as "Granting Authority", under the powers delegated by the European Commission, and as "Contracting Authority", acting in the name and on behalf of Participating States The Contract Officer contributes to this task, specifically in the contractual and commercial activities and collaborating to the financial activities related to contracts.

The MMPC Programme Division is located in the Paris area.

2. Duties and Responsibilities

The Finance and Contract Officer will report to the Commercial and Finance Section Leader.

As far as contractual activities are concerned, with the support of contractual specialists from Central Office and National Official Services (the scope and organisation of this support is detailed in the Programme Management Plan), the post holder will:

- Manage the PD contracts (GA, PLC and additional contracts), as well as any amendments;

- Manage relationships with OCCAR Central Office on any questions pertaining to contract rules, regulations and procedures;
- Manage relationships with National Official Services and EU for any questions concerning contract rules, finance or taxes;
- Give legal advice to the Commercial and Finance Section Leader and the Programme Manager 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 Programme Division;
- Handle any legal or contractual issues that may arise during the execution of the contracts;
- Take part in the establishment of any additional Contracts and Orders, taking into account OCCAR rules and regulations;
- Support the Commercial and Finance Section Leader and the PM in all contractual activities regarding the Programme;
- Participate in the OCCAR Contract Community of Practice (CoP).

As far as financial activities are concerned, the post holder will:

- Prepare the yearly Administrative Budget (AB) and Operational Budget (OB) of the Programme and monitor their execution and evolution;
- Prepare the Indicative Budgets (3-year timeframe) for the Administrative and Operational costs;
- Assist the Programme Participating States during the approval process;
- Apply the financial principles and rules of OCCAR (OMP10) and follow guidance and supervision provided by Head of Finance Division;
- Participate to Community of Practice meetings;
- Review the requisitions for commitments, manage and monitor the commitments of the Programme and advise of ceiling uplifts if/when appropriate;
- Determine the amount and timing of the OB Call for Funds (CFF) in coordination with the National representatives of the Programme Participating States and initiate the OB CFF process;
- Manage the cash flow and maintain a fair cash balance;
- Control the invoices to enable payment in accordance with contractual liabilities;
- Prepare the Administrative Financial Plan and the Operational Financial Plan to compare the maximum financial commitment against the total estimated costs of the programme;

- Prepare the Outturn and Cash Forecast reports;
- Provide financial inputs for Programme reports, business cases, analysis, summary or forecast work as required by OCCAR financial rules and on a case-by-case basis as requested;
- Maintain and ensure the reliability and accuracy of all financial data in the Corporate ERP system for the Programme;
- Use the Corporate ERP system and other relevant IT tools to keep the financial status of the Programme up to date;
- Contribute to the Audits (internal and external) of the Programme and provide information in a timely manner;
- Assist the auditors and implement Board of Auditors' recommendations in coordination with the Finance Division;
- Keep the financial status of the Programme up to date and deliver data for monitoring the financial performance indicators;
- Support the Commercial and Finance Section Leader and the PM in all financial activities regarding MMPC;
- Monitor the acceptance for all technical keys for payment with support of other sections of the PD, taking care of the contractual deadline to take position, in order to prepare the contracting authority decision report;
- Assess the staff member duty travel claims by applying OCCAR and internal Programme Division quality management system;
- Participate in the OCCAR Finance Community of Practice.

If necessary, they will take on temporary additional tasks for activities, 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 relations at all levels in a multicultural and multinational environment, with respect for diversity, and showing diplomacy and adaptability;
- 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 and to analyse complex contractual situations, financial data and identify risks or inconsistencies;

- CS 4** The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time, and to manage a high volume of activities (contracts, budgets, audits, financial controls) in an autonomous manner;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities and 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** Good experience (at least 3 years) in financial management, for complex acquisition programmes including budgeting and forecasting; knowledge of financial accounting principles;
- ES 2** Good experience (at least 3 years) in contract management for major defence programmes, including drafting contractual/legal documents and negotiation and legal aspects in a complex environment (and ideally in an international context);
- ES 3** Knowledge and practice of Excel and Accounting software (Dynamics AX, Navision, Oracle, SAP, or similar);
- ES 4** Knowledge on specific aspects of multinational programmes such as export control and Industrial Property Rights (IPRs) usual contractual practices;
- ES 5** Experience of working with the customer governmental official technical and/or operation experts.

4.2 Desirable:

- DS 1** Knowledge of financial/accrual accounting methodology and International Public Sector Accounting Standards (IPSAS);
- DS 2** Experience of internal and/or external quality and/or financial audits;
- DS 3** Experience in international co-operation activities and intercultural relationships, such as OCCAR, EDA, NATO, European Commission or national Ministries of Defence;
- DS 4** Knowledge of the Through Life Management concept;
- DS 5** Knowledge of the principles and operation of the European Defence Fund and other EU initiatives to promote and boost the development of defence capabilities.

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 educational level qualification) in the activity directly related to the prescribed duties, responsibilities and 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:

Andrea MILLERANI TRAPANI (Programme Manager MMPC)

Email: andrea.millerani@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>.

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