



VACANCY NOTICE	
Post	A007 - RISK MANAGEMENT COORDINATOR
Grade	A4
Division	Programme Management Support Division
Section	-
Management of Staff	1
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	08 June 2026
Start Date	01 October 2026
Interview Date	Week commencing on 06 July 2026

1. Background

OCCAR-EA facilitates and manages European armament programmes through their life cycle and continuously improves the effectiveness of programme and contract management.

The **Programme Management Support Division (PMSD)** is a Division within OCCAR-EA and is responsible for the following areas:

- Maintaining programme management and contract management policy, procedures and guidance;
- Supporting Programme Managers in commercial, legal and programme management related matters;
- Providing independent advice and Assurance to the OCCAR-EA Director on programme-related issues;
- Integrating new Programmes and Programme Stages into OCCAR-EA.

2. Duties and Responsibilities

The RMC, reporting to the Head of Programme Management Support Division (HoPMSD), acts as the primary facilitator for developing, implementing, monitoring, and continuously improving the OCCAR-EA Risk Management framework and fostering a risk-aware culture across the organisation. In performing these functions, the RMC is supported by a Risk Management Officer (RMO).

The post holder will be responsible for:

- Developing, maintaining, and updating the OCCAR-EA Risk Management policy, protocols, and methodology;
- Ensuring alignment with best practices by liaising with external sources and introducing improvements;
- Organising and leading Senior Managers' and Directors' Risk Reviews;
- Compiling risk data and preparing reports for the Board of Supervisors (BoS) and Future Task and Policy Committee (FTPC);
- Organising and overseeing Risk Management maturity assessments and audits;
- Collaborating with Business Development & Strategy Office and Planning & Reporting Office;
- Maintaining close working relationships with Risk Officers in Programme Divisions and Central Office;
- Providing support to Programme Divisions and Central Office Business Units on risk management procedures and related matters;
- Assisting Heads of Division, Programme Managers, Programme Integration Managers, and Risk Officers in quantitative risk analysis;
- Reviewing of management and contractual documents from a Risk Management perspective;

- Delivering basic Risk Management training to OCCAR-EA staff;
- Identifying and implementing tools and solutions to enhance risk management practices;
- Ensuring accurate and consistent risk information for informed decision-making;
- Verifying programme risk management maturity and compliance with Key Performance Indicators;
- Serving as Risk Officer in Programme Integration Teams, responsible for:
 - Facilitating risk planning, identification, analysis, response, and monitoring;
 - Performing quantitative risk analysis on schedules and budgets;
 - Contributing to programme management and contractual documentation.

In addition, the Risk Officer Management Coordinator supports the functioning of PMSD and OCCAR-EA by:

- Coordinating the production and updates of PMSD Divisional Instructions, as necessary;
- Establishing and updating the PMSD Divisional Management Plan and monitoring the status of Divisional tasks;
- Acting as PMSD focal point for Quality.
- The Risk Management Officer may also be required to support the OCCAR-EA Director, Head of Programmes or Deputy Director, through the HoPMSD on wider OCCAR issues as assigned to them.
- Frequent duty trips from OCCAR Central Office to OCCAR Programme Divisions and/or OCCAR Member States will be required.

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 skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking with 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 Significant Risk Management experience, with at least 5 years of experience applying risk management principles, methodologies and tools;

ES 2 Knowledge of programme and project management principles, tools and techniques and at least 5 years of experience applying them effectively;

ES 3 Background in at least one technical or engineering discipline/domain relevant to armament programmes;

ES 4 Experience working in multi-stakeholder or multinational programmes and projects;

ES 5 Experience of applying quantitative risk analysis techniques in a project/programme management environment.

4.2 Desirable:

DS 1 Knowledge of established risk management frameworks (e.g., ISO 31000, COSO ERM cube, IRM standard, PMBOK) and project management principles, tools and techniques (e.g., PMI, PRINCE2, APM);

DS 2 Knowledge of defence acquisition lifecycle and contractual risk management in multinational contexts;

DS 3 Practical experience of successfully working in a matrix management organisation;

DS 4 At least 2 years of experience in an international defence-related organisation;

DS 5 Proficiency in using Active Risk Manager (ARM) software.

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 at EQF Level 6 or higher, or an equivalent qualification, in a field directly related to the described tasks is required.

Additional Risk Management qualifications and certifications (e.g.: IRMCert, PRM, RIMS-CRMP, PMI-RMP, M_o_R, etc.) will be considered as an asset.

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:

application@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.