



VACANCY NOTICE	
Post	A818 – FINANCE AND CONTRACT OFFICER 2
Grade	A3
Division	HORIZON Programme Division
Section	Commercial Section
Management of Staff	0
Location	Paris, France
Initial Contract Duration	3 years
Closing Date for Applications	12/06//2026
Start Date	01/11/2026
Interview Date	Week commencing on 29/06/2026

1. Background

The HORIZON (HRZ) Programme Division (PD) is in charge of the management of two different Programmes, namely the HRZ Mid-Life-Upgrade (MLU) and FREMM Programmes.

The scope of the HORIZON MLU Programme is the development, production and initial In-Service Support (ISS) of the HORIZON ships Class Mid-Life Upgrade. The FR-IT HORIZON Class is composed of the following 4 vessels:

- 2 French Vessels:
 - Forbin (FOC-FR);
 - Chevalier Paul (FOS-FR);
- 2 Italian Vessels:
 - Andrea Doria (FOC-IT);
 - Caio Duilio (FOS-IT).

Besides, with a dedicated section, the PD is responsible for the management of development, production and ISS of the European Multi-Mission Frigate (FREMM).

The FREMM Programme is broken down into different ship versions:

- Anti Sous-Marine (ASM) / Frégate de Défense Aérienne (FREDA) versions for France;
- General Purpose (GP) / Anti-Submarine Warfare (ASW) /Anti-Submarine Warfare enhanced (ASW enhanced)/ Evolution (EVO) versions for Italy.

During 2026, the French participation to the FREMM Programme is planned to be completed but, on the other hand, it is expected the integration of a new Participating State into the Programme.

The HORIZON PD is located in the Paris area with one Satellite office in La Spezia (Italy). A new additional Satellite office will be created in Toulon (France) in 2026.

This post is based in the Paris area (France).

The Commercial section is responsible for the management of all contractual and financial activities related to the Programmes and to the Division.

2. Duties and Responsibilities

For the common programme activities regarding financial and contractual matters, the post holder shall be jointly responsible with the others corresponding officer(s) and they shall therefore co-ordinate together.

For financial and contractual matters concerning only the Participating State from which they are a national, the post holder shall be directly responsible.

Nevertheless, strong coordination between the Programme Finance and Contract Officer(s) is expected and mandatory in order to guarantee the proper management of the PD's joint programme activities.

The Finance and Contract Officer 2 will report:

- for common programme activities to the Programme Manager (PM) and to the Deputy HORIZON MLU Programme Manager (DPM);
- for programme matters concerning only the French participating state to the DPM;
- for PD administrative matters, to the PM and to the DPM.

With the support of contractual specialists from Central Office and National Official Services, the post holder will be responsible for contractual activities as follows:

- manage the PD contracts and any amendments;
- manage relationships with the OCCAR Central Office regarding any matters relating to contract rules, regulations and procedures;
- manage relationships with the National Official Services regarding any matters relating to contracts, finance, or taxes;
- provide legal advice to the PM and/or the DPM 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 HORIZON PD in coordination with the Finance and Contract Officer 1;
- handle any legal or contractual issues that may arise during the execution of the contracts;
- participate in establishment of any additional HORIZON MLU Contracts and Orders, taking into account OCCAR rules and regulations;
- participate in the OCCAR Contract Forum.

In terms of financial activities are concerned, the post holder will:

- draft the Programme Division annual Administrative Budget (AB);
- draft the Operational Budgets (OB) of the Nation of which the post holder is a national;
- prepare the Forecasts of Outturns at specified dates and exercise Budget execution control;
- prepare the Midterm Estimates for the Administrative Budget (AB) and Operational Budget (OB);
- prepare Administrative and Operational Financial Plans (cost estimates for the entire programme duration);
- propose to the OB-related call for funds to be issued to the Finance Division (FD) of the Central Office (CO);
- co-ordinate funding requirements with the OCCAR Central Office;

- manage and monitor the commitments to ensure consistency with financial ceilings;
- keep the Programme’s financial status up to date and deliver data for monitoring the financial performance indicators;
- keep the Programme’s financial schedule up to date, in the OCCAR ERP Tool, for the Operational part of the Programme;
- prepare reports, financial analysis, summary or forecasts as required by the OCCAR financial rules and on a case-by-case basis if requested;
- co-ordinate the contribution to audits in the domain in their area of responsibility, for raised by the Board of Auditors and any other auditing entity and implement the recommendations;
- support the PM/DPM in all financial activities may arise from the contracts management;
- check the Requisitions for Commitment and enter all relevant data, for contracts (OB) or for travel and other (AB) costs;
- follow the progress of the contractual activities for payment authorization purposes based on the achievement of the contractual “technical keys”;
- check the invoices and enter all relevant data into the accounting system, for both AB and OB, to enable payment after the PM/DPM’s validation (if not delegated);
- participate to all OCCAR Finance relevant meetings, including Community of Practice meetings, if and when requested;

When necessary, the post holder will take temporary additional tasks:

- for common Programme activities as required jointly by the Programme Manager and the Deputy Programme Manager;
- for Programme activities concerning only the French Participating State as required by the DPM;
- for PD Administrative activities as required by the PM or DPM.

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** Advanced knowledge and proven experience in the budget and cash financial management activities of International or National Programmes, with a minimum of 3 years, including budgeting and forecasting. Knowledge of public sector financial accounting principles;
- ES 2** Experience in contracts management and negotiation (tender assessment, contract drafting, invoicing, relations with industry, etc...) in a complex environment. An experience of at least 3 years at procurement defence area before taking office;
- ES 3** Excellent analytical skills and strong attention to details when preparing and checking spreadsheets and calculations including good working knowledge of MS Office software (especially MS Excel) to compile and present complex and diverse data. Previous experience in using financial software/ERP tools;
- ES 4** Good experience in general management (schedule, reporting...). Ability to assume responsibility, demonstrate proactive engagement, and anticipate forthcoming tasks and activities;
- ES 5** Wide experience of working with the customer governmental official technical and/or operational experts, with ability to perform under pressure and to manage tight deadlines.

4.2 Desirable:

- DS 1** Knowledge of Accrual Accounting methodology and International Public Sector Accounting Standards (IPSAS);
- DS 2** Experience of internal / external quality / financial audits;
- DS 3** Experience in international co-operation activities and intercultural relationships;
- DS 4** Experience in maritime systems procurement activities (contract management), with drafting of papers, letters, documents and preparing financial presentations;

DS 5 Knowledge of the OCCAR Through Life Management concept.

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.
- Proficiency in French is required.

6. Qualifications

A university degree in Law or Economics (or equivalent educational level qualification) and intensive experience in the activities directly related to the prescribed tasks.

7. Security Clearance

Security clearance at OCCAR Confidential level is required for this post.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Sebastien Le Bouter (Deputy Programme Manager)

Email: sebastien.LeBouter@occar.int

Lorenzo Raciti (HORIZON Programme Manager)

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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.