



VACANCY NOTICE	
Post	AR08 – RISK & CONFIGURATION OFFICER
Grade	A3
Division	DDX Programme Division
Section	Programme Management Section
Management of Staff	0
Location	Rome, IT
Initial Contract Duration	3 years
Closing Date for Applications	08/06/2026
Start Date	01/10/2026 (Subject to the signature of the respective DDX Programme Decision)
Interview Date	Week commencing on 06/07/2026

1. Background

The DDX Programme intends to provide Development, Production, In-Service Support phases, of two new Destroyers for the Italian Navy.

2. Duties and Responsibilities

The Risk and Configuration Management Officer is responsible for all matters related to risk and configuration management within the Programme Division (PD). The post holder will report directly to the Programme Manager and ensure that all activities are conducted in accordance with OCCAR policies, contractual obligations, and programme objectives.

2.1 Key responsibilities:

- **Configuration Management:**
 - Develop, maintain, and implement the DDX PD Configuration Management Plan in line with OCCAR policies, regulations, and contractual requirements;
 - Coordinate configuration management activities across the Programme Division, national experts, and OCCAR Central Office;
 - Review and assess industry-provided Configuration Management Plans, ensuring completeness and alignment with programme needs;
 - Monitor the correct application of configuration procedures throughout the programme lifecycle;
 - Ensure configuration activities support the OCCAR True Life Management policy and the evolution of warships to be delivered;
 - Validate configuration-related deliverables and performance outcomes;
 - Manage Engineering Change Requests/Proposals (ECR/ECP), Contract Change Proposals (CCP), and Waivers (WAV), including their contractual implementation;
 - Serve as Secretary of the Configuration Control Board (CCB);
 - Oversee the configuration management database (ECR/ECP/DEV/WAV), ensuring its accuracy and integrity;
 - Supervise updates to contractual documentation within the technical domain (e.g., Statements of Work, Technical Specifications);
 - Coordinate the collection of Programme Division data for the annual Global Balance Report.

- **Risk Management:**
 - Develop and maintain the DDX Programme Risk Management Plan in accordance with OCCAR policies and the OCCAR Quality Management System;
 - Lead risk management activities across the Programme Division, in coordination with OCCAR Central Office and relevant stakeholders;

- Advise the PM on all matters relating to risk management;
 - Mentor team members and other programme stakeholders on aspects of risk management;
 - Support PD staff in identifying risks, conducting risk analysis, defining response plans, and monitoring mitigation actions;
 - Establish and maintain the programme risk register using OCCAR tools, ensuring active engagement with industry and stakeholders;
 - Keep the Programme Manager informed of significant developments or changes in risk status;
 - Assist Risk Owners and the PM in managing active risks;
 - Ensure the quality of all risk data;
 - Analyse data and produce risk reports;
 - Facilitate risk workshops and review meetings;
 - Coordinate external risk meetings, workshops, and reviews to share risk registers and promote effective communication with contractors and participating states;
 - Monitor the risk management process and propose continuous improvement measures;
 - Conduct self-assessments using the Risk Management Maturity Model and calculate KPI I7.2.;
 - Represent the Programme in the risk management Community of Practice (CoP) and other possible risk related meetings/events;
 - Provide risk-related reports at corporate, programme, and external levels, and support the PM during Head of Programme (HoP) risk reviews.
- Additional Duties:
 - Undertake temporary tasks as assigned by the Programme Manager, in support of programme needs.

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) tools 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** Configuration Management Expertise: Proven ability to develop, implement, and monitor configuration management plans, processes, and tools throughout the programme lifecycle, ensuring traceability and compliance;
- ES 2** Risk Management Leadership: Strong experience in applying risk management principles, methodologies, and tools (ISO 31000, COSO ERM, PMBOK), including risk identification, analysis, mitigation planning, and reporting;
- ES 3** Contractual and Compliance Oversight: Ability to ensure all configuration and risk management activities comply with contractual obligations, OCCAR policies, and quality standards;
- ES 4** Stakeholder Coordination and Communication: Demonstrated capability to liaise effectively with industry, national authorities, and internal teams, chair meetings, and facilitate workshops in a multinational environment;
- ES 5** Data Analysis and Reporting: Competence in managing configuration and risk databases, validating data integrity, and producing accurate reports for programme governance and decision-making.

4.2 Desirable:

- DS 1** Experience in International Defence Programmes: background in multinational cooperation and complex stakeholder environments within defence-related projects;
- DS 2** Project and Programme Management Knowledge: familiarity with methodologies such as PMI, PRINCE2, or APM, and their application in defence programmes;
- DS 3** Quality Assurance and Continuous Improvement: understanding of QMS principles and ability to propose process improvements for configuration and risk management;

DS 4 Technical Knowledge of Naval Systems: awareness of naval platform and combat system integration processes to support configuration control and risk assessment;

DS 5 Advanced IT and Tool Proficiency: experience using specialised software for configuration and risk management.

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 together with a proven minimum of five years' experience as a Navy Officer on board naval vessels (mandatory).

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 Di Raimondo (DDX Programme Integration Manager)

Email: andrea.diraimondo@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.