



VACANCY NOTICE	
Post	AR09 – GENERAL MANAGEMENT, PLANNING & INTERNAL QUALITY 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 post holder shall be directly responsible for all the General Management, Planning & Internal Quality and will report directly to the Programme Manager.

As far as **General Management Officer** activities are concerned, they will:

- Coordinate overall management activities and meetings;
- Supervise coordination meetings and OCCAR-CO initiatives;
- Maintain relations with national stakeholders, especially the National Armament Directorate, the Naval Armament Directorate and Navy General Staff;
- Be responsible for the Customer Satisfaction;
- Control deliverable documents within their domain;
- Verify the right conditions for payments related to management lots of the contract;
- Collect data, maintain Programme history, and identify lessons learned;
- Organize Programme Committee meetings and follow-up actions (planning, logistics, arrangements, reports, decision sheets);
- Manage Programme documentation and set up Information Management processes;
- Support the Contract Officer in managing and coordinating Contracts awards and Amendments;
- Support the Finance Officers in managing the Administrative Budget;
- Support the Risk Officer in identifying, assessing and mitigate risks related to the Programme;
- Be responsible for external and internal communication;
- Support and advise the Programme Manager on Human Resources matters:
 - Define PD tasks and structure;
 - Identify and implement job descriptions;
 - Grade posts and match with salary scales;
 - Draft initial staffing plans;
 - Health and Safety;
 - Staff Members' training.
- Support staff integration and departure:
 - Provide onboarding information;

- Organize hand-over periods;
- Handle training requests and maintain records;
- Support out-processing and departure formalities.

As far as **Internal Quality Officer** activities are concerned, they will:

- Act as Quality Focal Point (QFP);
- Manage and improve the Quality Management System (QMS);
- Establish and maintain the OCCAR-EA quality framework within the PD;
- Monitor and measure objectives and processes using tools like the Balanced Scorecard;
- Collect and analyse quality data; report to QMO and BDSPRO;

As far as **Planning/Reporting** activities are concerned, they will:

- Set up and manage DDX Programme schedules;
- Prepare and update the Programme Annual Report, the Programme Management Plan and the Through Life Management Plan;
- Draft the Training Plan in coordination with FO;
- Support the Programme Manager in issuing the Staffing Plan;
- Prepare reports for:
 - Board of Managers meetings;
 - DDX Programme Committee;
 - Programme Board;
 - Nations.
- Prepare governmental presentations for the Programme Committee, scheduled twice a year and on an extraordinary basis when required;
- Coordinate preparations for the Programme Committee and draft decision sheets for review and approval;
- Manage actions from Programme Committee, Nations, and OCCAR Central Office;
- Prepare monthly reports to OCCAR-EA Central Office using the Balanced Scorecard.
- Monitor KPIs and actions from the Programme Board;
- Contribute to Central Office planning and reporting (BoS, FTPC, Business Plan, Corporate Annual Report);

- Coordinate and document management meetings with Industry;
- Monitor actions and schedules between DDX PD and Industry; update Programme schedules accordingly;

If necessary, they take temporary additional task 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 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** Programme Management Expertise: proven experience in coordinating complex programme activities, meetings, and stakeholder interactions within multinational or multi-stakeholder environments;
- ES 2** Planning & Reporting Proficiency: strong ability to develop and maintain programme schedules, prepare comprehensive reports, and manage planning documents such as Programme Management Plans and Through Life Management Plans;
- ES 3** Quality Management Competence: in-depth knowledge of Quality Management Systems (QMS), including the ability to act as Quality Focal Point, monitor KPIs, and implement continuous improvement processes;
- ES 4** Stakeholder Communication & Coordination: excellent interpersonal and communication skills to maintain effective relationships with national authorities, industry partners, and internal teams, ensuring smooth collaboration and customer satisfaction.

ES 5 Contractual and Financial Awareness: ability to support contract management activities, verify payment conditions, and assist in administrative budget oversight, ensuring compliance with contractual obligations.

4.2 Desirable:

DS 1 Human Resources Management Experience: familiarity with defining tasks and structures, drafting staffing plans, and managing onboarding, training, and departure processes;

DS 2 Risk Management Knowledge: experience in identifying, assessing, and mitigating programme-related risks in coordination with dedicated risk officers;

DS 3 Information Management & Documentation Control: ability to set up and maintain effective information management systems and ensure proper control of programme documentation;

DS 4 Presentation & Decision Support Skills: competence in preparing high-level governmental presentations and drafting decision sheets for committees and boards.

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.

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

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>.