



<b>VACANCY NOTICE</b>	
<b>Post</b>	AR10 – CONTRACT & FINANCE OFFICER
<b>Grade</b>	A3
<b>Division</b>	DDX Programme Division
<b>Section</b>	Commercial Section
<b>Management of Staff</b>	0
<b>Location</b>	Rome, IT
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	08/06/202056
<b>Start Date</b>	01/10/2026 (Subject to the signature of the respective DDX Programme Decision)
<b>Interview Date</b>	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 responsible for all the Contract/Finance matters and will report directly to the Programme Manager (PM).

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

- manage the prime contract and any amendments;
- manage relationships with OCCAR Central Office on any question pertaining to contract rules, regulations and procedures;
- manage relationships with National Official Services for any question concerning contract rules, finance, or taxes;
- provide legal advice to the PM concerning the proper implementation of the contract;
- handle any legal or contractual issues that may arise during the execution of the contract;
- take part in the establishment of any additional DDX contract amendment, taking into account OCCAR rules and regulations;
- participate into the OCCAR Contract meetings.

As far as **finance** activities are concerned, they will:

- apply the financial principles and rules of OCCAR (OMP10) and follow guidance and supervision provided by Head of Finance Division;
- prepare the yearly Administrative Budget (AB) and Operational budget (OB) of the Programme Division and monitor their execution;
- prepare the Indicative Budgets (3-year timeframe) for the Administrative and Operational costs;
- prepare the Administrative and Operational Financial Plans to compare the maximum financial commitment against the total estimated costs of the Programme;
- assist the Programme Participating States during the approval process;
- 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;
- review the requisitions for commitments, manage and monitor the commitments of the Programme and advise of ceiling uplifts if/when appropriate;
- maintain and ensure the reliability, the comprehensiveness and the 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;
- control the invoices to enable payment, after PM's validation (if not delegated) in accordance with contractual liabilities and record the invoices in the Corporate ERP system for both Administrative and Operational Budgets;
- 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;
- store financial correspondence, copies of paid invoices and all related documents for audit trail;
- 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;
- participate to OCCAR Finance Community of Practice meetings;
- support and advice the Programme Manager in all financial activities;
- support the Risk Officer in the management of risks related to Contract and Finance aspects;
- support the PM and Internal Quality Officer in maintaining an effective and efficient Quality Management System;
- support the PM and the Planning & Reporting Officer in the related documentation drafting for all Contract and Finance aspects.

If necessary, they take temporary additional task for activities as required, by the PM.

### **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** Advanced knowledge and thorough 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** Sound experience in contracts management (invoicing, relations with industry, legal aspects, etc.) in a complex environment. At least 3 years of experience in procurement defence area prior to taking up the position;
- ES 3** Proven experience with spreadsheet calculation and dedicated financial accounting databases;
- ES 4** Sound experience in general management (schedule, reporting, etc...);
- ES 5** Wide experience of working with the customer governmental official technical and/or operational experts.

##### **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);
- DS 5** Knowledge of the OCCAR Through Life Management concept.

#### **5. Language Requirements**

- ADVANCED level<sup>1</sup> of ENGLISH both oral and written.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

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<sup>1</sup> The language levels can be found on the OCCAR website, [www.occar.int](http://www.occar.int) Careers / Applying.

## **6. Qualifications**

A university degree in Economics, Finance or Law<sup>2</sup> with several years of experience in the activities directly related to the tasks prescribed (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](mailto: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>.

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<sup>2</sup> A university degree with a total duration of five years of full-time study, amounting to 300 or 360 ECTS credits