



<b>VACANCY NOTICE</b>	
<b>Post</b>	B025 - PMSD ASSISTANT
<b>Grade</b>	B5
<b>Division</b>	Programme Management Support Division
<b>Section</b>	-
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	29 May 2026
<b>Start Date</b>	01 October 2026
<b>Interview Date</b>	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 PMSD Assistant will provide administrative support to PMSD and will work under the direct supervision of the Head of PMSD. However, due to an ongoing organisational restructure, the duties and responsibilities and the job description may change in due course.

In particular, the post holder will:

- Organise duty travel and events for PMSD staff and assist in the subsequent claims;
- Produce travel folders for PMSD travel (including booking of accommodation, search for appropriate means of transportation, coordinate with event organisers, drafting travel programmes with useful information for each trip);
- Establish and update a database of all duty travel and maintain the financial overview of the travel budget;
- Administrative organisation of meetings as required by PMSD, including booking of meeting rooms, coordination of visitor permits, catering requests to the OCCAR Service Provider, booking of restaurants etc.;
- Maintain the PMSD file structure;
- To be the focal point for all records generated by PMSD and ensuring they are correctly input to the OCCAR Records Management System (“Docuware”);
- Maintain the hospitality book, ensuring the gifts/invitations are correctly recorded and assured;
- Maintain the PMSD training plan, interfacing with the Human Resources Division;
- Be the PMSD Information Technology Communication Focal Point and the Security Focal Point for classified registry, and support the Information Management Focal Point;
- Update and maintain the PMSD Intranet information, as required;

- Maintain the PMSD Calendar of Events and the interface with Corporate Calendar;
- Support the HoPMSD and PMSD Section Leaders as 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** Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 2** The ability to work in a changing, developing and demanding environment;
- CS 3** The ability to work independently based on objectives set by the line manager;
- CS 4** The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- CS 5** Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

### **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** Extensive experience in a role providing administrative support to a team, preferably in the field of defence procurement;
- ES 2** Experience of organising travel, meetings and general administrative activities for a team;
- ES 3** Experience of maintaining data and information such as in-year administrative expenditure, documented plans, hospitality books etc. or similar;
- ES 4** Experience in maintaining and administering a team filing system;
- ES 5** Experience in drafting documents such as Internal Memo, minutes of meeting, summary, training plan, etc.

#### **4.2 Desirable:**

- DS 1** Experience of providing secretarial support to staff, preferably supported by respective training;

**DS 2** Experience in Information Management and Information Communication Technology.

**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.

**6. Qualifications**

A higher secondary education or equivalent in the activities directly related to the tasks described is highly desirable.

**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](mailto: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>.

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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.