



VACANCY NOTICE	
Post	BR01 – MANAGEMENT ASSISTANT
Grade	B5
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 will report directly to the Programme Manager (PM). They will provide secretarial support to the PM, to the Programme Division (PD) and will be responsible for all secretarial and administrative matters. In particular, they will:

- Act as DDX PD Security Assistant;
- Manage documentation held by the DDX PD in accordance with OCCAR-EA security procedures and instructions;
- Handle incoming and outgoing mail, ensuring daily registration in the DocuWare software and maintenance of the associated KPI;
- Provide administrative support for the DDX PD;
- Respond to enquiries to the Programme Manager's office;
- Maintain the Programme Manager's diaries (i.e. meetings, conferences, duty travels);
- File and maintain (in liaison with National Navy Staff Personnel Department) Navy military personnel National records (Staff Report mainly) and relevant documents;
- Draft and type documents/e-mails/faxes on request;
- Maintain and keep up-to-date the attendance list of the Programme Division;
- Coordinate all necessary aspects relevant to the preparation of meetings (i.e. room-booking);
- Act as DDX PD ICT Focal Point Assistant;
- Act as DDX PD H&S Assistant;
- Support the PM and Internal Quality Officer in maintaining an effective and efficient Quality Management System.

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

Duty Travel:

- Handle administrative tasks regarding the Duty Travel Order and Duty Travel Claim for DDX PD Staff Members;
- Book travel tickets and rental cars, accommodations and liaise with internal/external sources responsible for travel arrangements.

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 the Nation;
- 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** Sound knowledge of current secretarial duties performed in national/international context;
- ES 2** Sound knowledge of rules covering handling of mail (storage and retrieval), with particular reference to classified mail;
- ES 3** Familiarity with National and International security regulations;
- ES 4** Good knowledge of rules and procedures relevant to personnel management and administration;
- ES 5** Proven capability to draft papers, letters and documents to tight deadlines both in English and in national language.

4.2 Desirable:

- DS 1** Knowledge and experience of database software;
- DS 2** Experience in organizing meeting/events/committees;
- DS 3** Experience in managing military personnel evaluation documents;
- DS 4** Previous experience in the field of international cooperation;
- DS 5** Awareness of the OCCAR Quality Management Systems.

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 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:

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.