



VACANCY NOTICE	
Post	A078 - HEALTH AND SAFETY OFFICER
Grade	A2*
Division	Site Support Division
Section	-
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	09 July 2026
Start Date	01 October 2026
Interview Date	Week commencing on 17 August 2026

1. Background

The Site Support Division (SSD) is responsible for the provision of essential infrastructure and support to enable the Programme Divisions and Central Office to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Site Management and Health and Safety (H&S) in each of the OCCAR-EA sites.

2. Duties and Responsibilities

The Health and Safety Officer (H&S Officer) will report directly to the Head of Site Support Division (HoSSD).

They will be responsible for ensuring the effective management, coordination, and continuous improvement of all Health, Safety activities across OCCAR Bonn Central Office and other OCCAR Sites. This includes maintaining a robust H&S Management System, overseeing the Site Risk Register, conducting risk assessments and audits, and ensuring full compliance with applicable German and EU regulations. They will act as the organisation's professional focal point for accident prevention, incident reporting, training, and safety culture development.

The post holder will also contribute to the development and continuous improvement of OCCAR-wide Health, Safety, and Environmental Management policies, ensuring alignment across all sites. They will collaborate closely with OCCAR CO and Programme Sites to provide informed recommendations on risk reduction and workplace wellbeing. They will further promote a proactive safety culture through engagement, communication, and targeted awareness initiatives.

In particular, they will:

- Serve as the principal H&S Officer for OCCAR-EA in Bonn with overseeing all occupational health and safety matters for all sites of OCCAR-EA;
- Provide specialist SME H&S support to OCCAR Site Management Assistants in Bonn, Paris, Rome, and La Spezia, ensuring consistent health and safety standards across all sites;
- Report directly to the Head of SSD and, when necessary, to OCCAR-EA on all H&S compliance issues, risks, and incident investigations;
- Develop, maintain, and implement the organisation's H&S Management System, ensuring compliance with several national H&S legislation and relevant EU standards;
- Conduct regular risk assessments, workplace inspections, and audits to ensure a safe working environment and identify mitigation measures;
- Maintain and update all Site H&S Risk Register of OCCAR-EA, ensuring risks are assessed, controlled, monitored, and reviewed with stakeholders;
- Deliver H&S training, induction programmes, and awareness activities for all OCCAR staff, contractors, and visitors in all OCCAR sites;
- Lead and coordinate investigations into accidents, incidents, and near misses, ensuring proper reporting and follow-up to prevent recurrence;
- Ensure full compliance with applicable national occupational safety legislation for Bonn Central Office and all other sites of OCCAR;
- Liaise with national safety authorities, external consultants, insurers, and regulatory bodies as needed;

- Prepare and present regular reports, KPIs, and improvement recommendations to senior leadership;
- Contribute to the development of H&S policies, environmental management and business continuity procedures for OCCAR-EA;
- Act as the SSD Focal Point and Point of Contact for the Environmental Sustainability Community of Practice, supporting Environmental Management Systems (EMS), including energy-efficiency initiatives and carbon footprint reduction activities;
- Bring proven professional H&S experience from an OCCAR Member Nation, with the ability to operate effectively in an international, multi-cultural environment.

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) facilities 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** Proven professional experience in Occupational H&S management, including risk assessments, workplace inspections, and incident investigations within a Member Nation of OCCAR;
- ES 2** Demonstrated ability to develop, implement, and maintain a H&S Management System compliant with relevant national and EU standards;

- ES 3** Experience in maintaining and managing a H&S Risk Register, including risk evaluation, mitigation planning, and periodic review with stakeholders;
- ES 4** Strong knowledge of H&S legislation, with the ability to interpret and apply regulatory frameworks in a multi-national organisational environment;
- ES 5** Proven capability to deliver H&S advice, training, and SME support to geographically dispersed teams or multiple site locations.

4.2 Desirable:

- DS 1** Professional experience applying German H&S legislation and working within German regulatory requirements;
- DS 2** Knowledge of and experience with ISO 14001 Environmental Management Systems, including energy-efficiency measures and carbon-footprint reduction initiatives;
- DS 3** Experience working in international, intergovernmental, or defence-related organisations, supporting multicultural teams and cross-site coordination.

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, a degree or relevant experience is highly desirable.

7. Security Clearance

Security clearance at OCCAR Confidential level is required for this post.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Lorne McMONAGLE (Head of SSD)

Email: lorne.mcmonagle@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>.