

# STATO MAGGIORE DELLA DIFESA

## *I Reparto Personale*

Allegati: 2 (due).  
Annessi: 4 (quattro).

00187 Roma

**OGGETTO:** Ricerca di personale per 4 posizioni a “*status internazionale*” presso l’Organismo Congiunto per la Cooperazione in materia di Armamento.

### **A ELENCO INDIRIZZI IN ALLEGATO “A”**

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Riferimento:

- a. f. prot. n. M\_D ABBE6E3 0103376 in data 9 ottobre 2026 di DNA I Rep. (non a tutti);
- b. f. prot. n. M\_D ABBE6E3 0103377 in data 9 ottobre 2026 di DNA I Rep. (non a tutti);
- c. f. prot. n. M\_D ABBE6E3 0103378 in data 9 ottobre 2026 di DNA I Rep. (non a tutti);
- d. f. prot. n. M\_D ABBE6E3 0103379 in data 9 ottobre 2026 di DNA I Rep. (non a tutti).

Seguito:

- a. Direttiva SMD P-104, Ed. 2024.
- b. f. prot. n. M\_D A0D32CC 0013048 in data 29 gennaio 2026;
- c. f. prot. n. M\_D A0D32CC 0015749 in data 4 febbraio 2026.

^^^ ^^^ ^^^

1. L’Organismo Congiunto per la Cooperazione in materia di Armamento (OCCAR) ha indetto una ricerca di personale per il ripianamento di quattro posizioni a “*status internazionale*” riepilogate nel prospetto in Allegato “B”, giudicate di interesse per la Difesa.
2. La durata del mandato è di 3 anni, con inquadramento giuridico-amministrativo ai sensi della legge n. 1114/1962 e oneri a carico della stessa Agenzia.
3. Le procedure concorsuali stabilite da OCCAR prevedono la compilazione dell’*Application Form* (IP45-03 *Issue 5* con firma autografa)<sup>1</sup> e della seguente documentazione accessoria:
  - copia del passaporto, ovvero altro documento valido per l’espatrio in corso di validità;
  - copia del codice fiscale;
  - copia del titolo di studio più elevato conseguito;
  - scheda biografica (Mod.1/A).
4. Quanto sopra significando che le proposizioni del personale dovranno pervenire, per il solo tramite degli Organi d’Impiego di Forza Armata, entro la data indicata nel citato Allegato “B”, nel rispetto delle *vacancy notice* e della Direttiva di settore.

*d’ordine*

**IL VICE CAPO REPARTO**  
(Col. Giovanni Luca NICOLETTI)

<sup>1</sup> Reperibile alla pagina web della Difesa al seguente link: <https://www.difesa.it/smd/staff/reparti/i-reparto/impiego-della-personale/impiego-in-ambito-internazionale/modulistica/29315.html>.

**ELENCO INDIRIZZI**

|                           |                                                                                                            |                    |
|---------------------------|------------------------------------------------------------------------------------------------------------|--------------------|
| <b>A</b>                  | <b>DIPARTIMENTO IMPIEGO DEL PERSONALE<br/>DELL’ESERCITO</b>                                                | <b><u>SEDE</u></b> |
|                           | <b>DIREZIONE PER L’IMPIEGO DEL PERSONALE<br/>MILITARE DELLA MARINA</b>                                     | <b><u>ROMA</u></b> |
|                           | <b>DIREZIONE CAPITALE UMANO<br/>DELL’AERONAUTICA MILITARE</b>                                              | <b><u>ROMA</u></b> |
| <b>e, per conoscenza,</b> |                                                                                                            |                    |
|                           | <b>MINISTERO DELLA DIFESA<br/>Gabinetto del Ministro</b>                                                   | <b><u>ROMA</u></b> |
|                           | <b>DIREZIONE NAZIONALE DEGLI ARMAMENTI<br/>I Reparto – Politica Industriale e Relazioni Internazionali</b> | <b><u>ROMA</u></b> |

Ricerca di personale per posizioni a “status internazionale” presso l'Organismo Congiunto per la Cooperazione in materia di Armamento (OCCAR-EA)

| DIVISIONE<br>SEZIONE                                                                                                    | SEDE DI SERVIZIO | P.O.                                                                             | GRADO                                                    | ATTUALE TITOLARE<br>---<br>TERMINE MANDATO     | DATI RELATIVI AL MANDATO |           | F.A.<br>INTERESSATA | TIPO DI POSIZIONE                                                                                                                      | SCADENZA PRESENTAZIONE CANDIDATURE |                 |           | data intervista a<br>partire dal |
|-------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------|--------------------------|-----------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------|-----------|----------------------------------|
|                                                                                                                         |                  |                                                                                  |                                                          |                                                | DURATA                   | INIZIO    |                     |                                                                                                                                        | SMD - I Reparto                    | DNA - I Reparto | OCCAR     |                                  |
| <i>Programme<br/>Management Support<br/>Division</i><br><br><i>Integration and<br/>Programme<br/>Management Section</i> | BONN<br>(DEU)    | A050<br><br>"INTEGRATION AND<br>PROGRAMME MANAGEMENT<br>SECTION LEADER"          | A5<br><br>(Col. / C.V.)                                  | ///                                            | 3 ANNI                   | 01-mar-27 | EMA                 | Status internazionale<br>a concorso tra le Nazioni<br><br>(trattamento giuridico-<br>amministrativo ai sensi della<br>L. n. 1114/1962) | 20-nov-26                          | 3-dic-26        | 10-dic-26 | 11-gen-27                        |
| <i>Information Division</i><br><br><i>Information<br/>Management Section</i>                                            | BONN<br>(DEU)    | B022<br><br>"DIGITAL WORKPLACE AND<br>SHAREPOINT SPECIALIST"<br><br>REITERAZIONE | B6<br><br>(Mar.Ca - 1° Lgt e<br>gradi<br>corrispondenti) | ///                                            |                          | 01-feb-27 | EMA                 | Status internazionale<br>a concorso tra le Nazioni<br><br>(trattamento giuridico-<br>amministrativo ai sensi della<br>L. n. 1114/1962) | 27-ott-26                          | 3-nov-26        | 6-nov-26  | 23-nov-26                        |
| <i>Finance Division</i><br><br><i>Finance &amp; Accounting<br/>Services (FAS) Section</i>                               | BONN<br>(DEU)    | A042<br><br>"FINANCE AND ACCOUNTING<br>SERVICES SECTION LEADER"                  | A4<br><br>(Ten.Col. / C.F.)                              | ///                                            |                          | 01-mar-27 | EMA                 | Status internazionale<br>a concorso tra le Nazioni<br><br>(trattamento giuridico-<br>amministrativo ai sensi della<br>L. n. 1114/1962) | 16-nov-26                          | 23-nov-26       | 30-nov-26 | 11-gen-27                        |
| <i>FSAF-PAAMS<br/>Programme Division</i><br><br><i>CAMM-ER</i>                                                          | ROMA<br>(ITA)    | B642<br><br>"MANAGEMENT ASSISTANT 3"                                             | B5<br><br>(Mar. - Mar.Ord. e<br>gradi<br>corrispondenti) | 1° Lgt. Adriano<br>GLIOTTONE<br><br>31/01/2027 |                          | 01-feb-27 | EI                  | Status internazionale<br>preassegnata alla Nazione<br><br>(trattamento giuridico-<br>amministrativo ai sensi della<br>L. n. 1114/1962) | 4-nov-26                           | 11-nov-26       | 16-nov-26 | 7-dic-26                         |



| <b>VACANCY NOTICE</b>                |                                                            |
|--------------------------------------|------------------------------------------------------------|
| <b>Post</b>                          | A050 - INTEGRATION AND PROGRAMME MANAGEMENT SECTION LEADER |
| <b>Grade</b>                         | A5                                                         |
| <b>Division</b>                      | Programme Management Support Division                      |
| <b>Section</b>                       | Integration and Programme Management Section               |
| <b>Management of Staff</b>           | 10                                                         |
| <b>Location</b>                      | Bonn, DE                                                   |
| <b>Initial Contract Duration</b>     | 3 years                                                    |
| <b>Closing Date for Applications</b> | 10/12/2026                                                 |
| <b>Start Date</b>                    | 01/03/2027                                                 |
| <b>Interview Date</b>                | Week commencing on 11/01/2027                              |

## 1. Background

The Programme Management Support Division (PMSD) within the Central Office (CO) of OCCAR-EA is the focal point for the continuous improvement of OCCAR's programme management performance and for the integration and start-up of new programmes.

The Integration and Programme Management Section contributes to these activities by providing specialist expertise in programme integration, programme management, systems engineering, through-life management, requirements management, configuration management, risk management and integrated logistic support in support of OCCAR programmes and corporate objectives.

The Section is responsible for leading and supporting the integration of new programmes, promoting programme management best practices, providing programme management assurance and supporting Programme Divisions throughout the programme life cycle.

## **2. Duties and Responsibilities**

The Integration and Programme Management Section Leader reports to the Head of Programme Management Support Division (HoPMSD).

The post holder is responsible for leading the Integration and Programme Management Section and providing expertise in programme integration, programme management, through-life management and associated disciplines in support of OCCAR programmes and corporate objectives.

In particular, the Integration and Programme Management Section Leader will:

- Lead the Integration and Programme Management Section to achieve the objectives set out in the OCCAR-EA Business Plan and PMSD management plans;
- Lead the integration of new programmes into OCCAR and support the integration of new programme stages and major programme changes;
- Provide advice and support to OCCAR Programme Divisions on programme management, systems engineering, through-life management, integrated logistic support, requirements management, configuration management and risk management matters;
- Promote the consistent application and continuous improvement of OCCAR programme management policies, processes, methods, tools and best practices;
- Support procurement and contract management activities, including tendering and contract negotiation processes;
- Provide assurance and quality review of programme-related documentation and governance submissions and advise OCCAR management on programme-related issues;
- Promote effective working relationships with Programme Divisions, Participating States, industrial organisations and other stakeholders on programme integration and programme management matters;
- Manage staff in the Section in a manner that promotes teamwork, professional development and the achievement of objectives in an efficient and timely manner.

Frequent duty trips from OCCAR Central Office to OCCAR Programme Divisions and/or OCCAR Member States will be 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** Executive management ability proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent leadership, interpersonal and team working skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a 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** Significant experience in the initiation, integration and management of complex defence and/or armament programmes within an international environment;
- ES 2** Extensive knowledge and practical application of programme management principles, processes, methods and tools throughout the programme life cycle, including Through-Life Management;
- ES 3** knowledge and background in at least one technical or engineering discipline/domain relating to armament programmes;
- ES 4** Demonstrated experience of leading multidisciplinary and multinational teams and engaging effectively with governmental, military and industrial stakeholders;
- ES 5** Proven experience in the development, implementation or application of programme management policies, procedures, standards, methodologies or best practices.

#### 4.2 Desirable:

- DS 1** Practical experience in commercial and contractual management activities associated with complex defence procurement programmes;
- DS 2** Practical experience in requirements management and/or configuration management;
- DS 3** Knowledge of European defence cooperation structures, OCCAR governance arrangements, Memoranda of Understanding (MoUs) and other international agreements;
- DS 4** Experience in developing, implementing or improving organisational processes, procedures and best practices;
- DS 5** Experience working within a matrix management organisation and influencing stakeholders without direct line-management authority.

#### 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 university degree or equivalent qualification in the activities directly related to the described tasks is required.

#### 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:

Lorenzo POLISENO (Acting Head of Programme Management Support Division)

Email: [lorenzo.poliseno@occar.int](mailto:lorenzo.poliseno@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

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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.

appointment. For further information please visit our web-site: OCCAR Privacy Statement - <http://www.occar.int/privacy-data-protection>.



| <b>VACANCY NOTICE</b>                |                                                  |
|--------------------------------------|--------------------------------------------------|
| <b>Post</b>                          | B022 - DIGITAL WORKPLACE & SHAREPOINT SPECIALIST |
| <b>Grade</b>                         | B6                                               |
| <b>Division</b>                      | Information Division                             |
| <b>Section</b>                       | Information Management Section                   |
| <b>Management of Staff</b>           | 0                                                |
| <b>Location</b>                      | Bonn, DE                                         |
| <b>Initial Contract Duration</b>     | 3 years                                          |
| <b>Closing Date for Applications</b> | 06 November 2026                                 |
| <b>Start Date</b>                    | 01 February 2027                                 |
| <b>Interview Date</b>                | Week commencing on 23 November 2026              |

### **1. Background**

The Information Division (ID) is responsible for providing services related to Information and Communication Technology (ICT) and Information Management (IM) to support and enable the Programme Divisions and the Central Office to carry out the core activities of OCCAR-EA efficiently and effectively.

This includes all matters relating to ICT and IM, including the management of IT infrastructure, cybersecurity, data protection, digital communication systems, collaboration tools, software applications, knowledge management, data governance, and ensuring the secure and compliant handling of all information across OCCAR-EA.

The Information Management Section sits within the ID and is responsible for the Information and Knowledge management within OCCAR-EA. Providing information and advice to the Head of ID and the Deputy Director in his role as Chief Information Officer and process owner. The Section manages OCCAR's SharePoint-based Extranet environment, supports the adoption of Microsoft 365 services, and drives initiatives aimed at digitalising and automating business processes across the Organisation. The role is customer facing internally and externally.

## **2. Duties and Responsibilities**

The Senior Digital Workplace & SharePoint Specialist, will provide operational support to the management of the Information Section, being tasked with regularly checking of corporate information management systems for efficiency and ensuring that corporate information is adequately protected and segregated throughout the Organisation in accordance with the need-to-know principle.

The role combines Information Management responsibilities with the design and implementation of modern Microsoft 365 based solutions to support business process optimisation and digital transformation initiatives across OCCAR. Additionally, the Digital Workplace & SharePoint Specialist supports and trains the programme divisions on the use of Information Management tools. They report to the Information Manager (IMgr) and provides operational support to the Information Officer (IO) on Extranet-related tasks.

In particular, they will:

- Administer, maintain and enhance OCCAR's Extranet, Intranet and Electronic Records Management System (ERMS);
- Support the development and implementation of methodologies and tools for data collection and analysis that contribute to the development of statistical reports on performance of the Programme's Information Management related activities;
- Support the IMgr in the development, initiation, and execution of innovative projects to enhance and expand the corporate automated systems capabilities and increase their effectiveness;
- Analyse business requirements and translate them into practical digital solutions using Microsoft SharePoint Online and the Microsoft Power Platform;
- Develop and maintain SharePoint sites, libraries, lists, and other content structures, customise SharePoint sites and workflows (e.g., site structures, lists, libraries and permissions) to meet the specific needs of different Programmes and Central Office divisions, and create and manage user permissions and access controls for SharePoint sites and content;

- Develop, maintain and optimise automated business processes;
- Design and implement low-code business applications using Microsoft Power Apps;
- Provide hands-on support and guidance on the Extranet / Intranet / ERMS to editors and users;
- Deliver and support user-focused training sessions on information management systems and processes for OCCAR-EA staff members, developing and updating relevant training aids.

### **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).

- |             |                                                                                                                                                    |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CS 1</b> | Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;                    |
| <b>CS 2</b> | The ability to work in a changing, developing and demanding environment;                                                                           |
| <b>CS 3</b> | The ability to work independently based on objectives set by the line manager;                                                                     |
| <b>CS 4</b> | The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;   |
| <b>CS 5</b> | 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:**

- |             |                                                                                                                      |
|-------------|----------------------------------------------------------------------------------------------------------------------|
| <b>ES 1</b> | Practical experience developing SharePoint Online solutions within Microsoft 365 environments;                       |
| <b>ES 2</b> | Proven experience gathering business requirements and translating them into technical solutions;                     |
| <b>ES 3</b> | Proven experience in the creation of workflows to digitalise and automate processes;                                 |
| <b>ES 4</b> | Proficiency in Electronic Document, Records & Content Management Systems (e.g., Docuware, Drupal, SharePoint, etc.); |
| <b>ES 5</b> | Practical experience in supporting and contributing to the implementation of digitalisation initiatives.             |

#### 4.2 Desirable:

- DS 1** Experience Administrating Microsoft 365 admin centres;
- DS 2** Experience in the development of information management instructions;
- DS 3** Practical experience with the Azure Microsoft cloud environment;
- DS 4** Experience in designing and delivering progressive learning programs and interactive training sessions;
- DS 5** Practical Experience in the operation of Records Registries (registration, mail management, distribution, etc.).

#### 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 relevant experience in the activities directly related to the tasks described 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:

[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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| <b>VACANCY NOTICE</b>                |                                                     |
|--------------------------------------|-----------------------------------------------------|
| <b>Post</b>                          | A042 - FINANCE & ACCOUNTING SERVICES SECTION LEADER |
| <b>Grade</b>                         | A4                                                  |
| <b>Division</b>                      | Finance Division                                    |
| <b>Section</b>                       | Finance & Accounting Services (FAS) Section         |
| <b>Management of Staff</b>           | 8                                                   |
| <b>Location</b>                      | Bonn, DE                                            |
| <b>Initial Contract Duration</b>     | 3 years                                             |
| <b>Closing Date for Applications</b> | 30 November 2026                                    |
| <b>Start Date</b>                    | 01 March 2027                                       |
| <b>Interview Date</b>                | Week commencing on 11 January 2027                  |

## 1. Background

The Finance Division (FD) is responsible for the overall corporate management of OCCAR's financial operations, procedures and processes. It is both involved in operational activity relating to armament programmes and administrative activities, relating to the internal functioning of OCCAR.

As part of the FD, the Finance & Accounting Services (FAS) Section is responsible for supervising that all OCCAR-EA financial transactions are properly accounted for and for the integrity of the OCCAR-EA Enterprise Resource Planning (ERP) system for both Administrative and Operational domains.

This includes the processing of all OCCAR-EA claims for payments and the production of annual Financial Statements and Programme Financial Management Reports.

## **2. Duties and Responsibilities**

As the FAS Section Leader (SL) the incumbent will report to the Head of Finance Division (HoFD). With the support of a small finance and accounting team they are responsible for the integrity of the OCCAR-EA ERP system for both Administrative and Operational budgets and for control of all receipts and payments through the OCCAR-EA bank accounts. This includes the processing of all OCCAR-EA claims for payment and the production of annual financial statements. They are also responsible for all accrual accounting entries and end of year accounting procedures.

The main duties of the FAS SL are:

- Manage the OCCAR-EA ERP system to ensure that it operates in full compliance with the requirements of the International Public Sector Accounting Standards (IPSAS) and of OCCAR financial rules (OMP 10);
- Prepare, in a timely manner, the annual financial statements to be submitted first to the Board of Auditors (BoA) and then to the Board of Supervisors (BoS);
- Support all internal and external audit processes related with auditing the accounts;
- Supervise the recording of all OCCAR-EA entries in the ERP system (in their role of FAS SL) with the exception of Call for Funds, receipts of contributions;
- Ensure that effective internal controls are in place for the final release of payment only of those claims correctly authorised by the relevant authority (in their role of FAS SL);
- Manage the bank accounts (opening, closure and day to day maintenance through the Banking software) for both Operational and Administrative budgets;
- Ensure timely recording (accounting) of all financial impacts on the Administrative bank account and support the recording on the accounts for all OCCAR Programme Portfolios ensuring full and continuous reconciliations of all OCCAR bank accounts;
- Process end of year adjustment entries in line with IPSAS accruals;
- Provide guidance and in-house support in the OCCAR ERP system for finance personnel of the Central Office Divisions and of the Programmes in book-keeping and accounting related matters and in general navigation within the ERP system;

- Act as advisor for the HoFD on all matters related to the proper application of the financial rules and regulations, of the international accounting and internal control standards, for their domain of responsibility;
- Work closely with the other FD Section Leader to ensure that accounting and payment related transactions are properly and consistently booked across Sections;
- Maintain Internal Procedures (IPs) for invoicing and accounting processes, ensuring they are updated on a regular basis;
- Without direct line management responsibility, have the ability to overview the issues of the Finance Staff embedded in the individual Programmes;
- Undertake other duties and tasks as required by the Head of Finance Division.

### **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).

- |             |                                                                                                                                                                                                                                                            |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CS 1</b> | Executive management skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations; |
| <b>CS 2</b> | Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;                                          |
| <b>CS 3</b> | Conceptual thinking with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward;               |
| <b>CS 4</b> | The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;                                         |
| <b>CS 5</b> | The ability to use Computer and Information Technology (ICT) facilities, with a 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:**

- |             |                                                                                                                                                                           |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ES 1</b> | Proven experience in handling and processing of invoices of public contracts and related data entry into an accounting system;                                            |
| <b>ES 2</b> | Proven experience in accounting, with good knowledge of international public sector accounting standards/methodologies and the production of annual financial statements; |
| <b>ES 3</b> | Advanced knowledge of Excel (MS Software) as well as a proven experience with a structured/dedicated accounting system (SAP, Microsoft Dynamics AX, Oracle or others);    |
| <b>ES 4</b> | Good understanding of treasury/banking functions, and awareness of budgeting and forecasting related activities and how they interface with the accounting;               |
| <b>ES 5</b> | Good knowledge of auditing procedures of financial statements.                                                                                                            |

##### **4.2 Desirable:**

- |             |                                                                          |
|-------------|--------------------------------------------------------------------------|
| <b>DS 1</b> | Experience of working in a multinational project management environment; |
| <b>DS 2</b> | Awareness of other defence related structures and organisations;         |
| <b>DS 3</b> | Experience in leading and coordinating a team;                           |
| <b>DS 4</b> | Knowledge of Internal Control and Risk Management principles;            |
| <b>DS 5</b> | An understanding the principles of change management.                    |

#### **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 or equivalent qualification in the activities directly related to the described tasks is required.

**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:

Juan Antonio PIQUERAS SAEZ (Head of Finance Division)

Email: [juan.piqueras@occar.int](mailto:juan.piqueras@occar.int)

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

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| <b>VACANCY NOTICE</b>                |                                     |
|--------------------------------------|-------------------------------------|
| <b>Post</b>                          | B642 - MANAGEMENT ASSISTANT 3       |
| <b>Grade</b>                         | B5                                  |
| <b>Division</b>                      | FSAF-PAAMS Programme Division       |
| <b>Section</b>                       | CAMM-ER                             |
| <b>Management of Staff</b>           | 0                                   |
| <b>Location</b>                      | Rome area, Italy                    |
| <b>Initial Contract Duration</b>     | 3 years                             |
| <b>Closing Date for Applications</b> | 16 November 2026                    |
| <b>Start Date</b>                    | 01 February 2027                    |
| <b>Interview Date</b>                | Week commencing on 07 December 2026 |

## 1. Background

The scope of the CAMM-ER Project within the FSAF-PAAMS Programme consists on the Definition, Development, Production and In-Service Support of the Common Anti-Air Modular Missile - Extended Range (CAMM-ER) missile, focused on the production phase with initial ISS activities for the Short-Range Air Defence (SHORAD) capability in two

system variants for the Italian Air force (MAADS - Modular Advance Anti-Air Systems) and Army (GRIFO).

The Programme Division is based in Paris, France. It is composed of more than 30 Staff Members from Italy, France and the UK. Due to the increase of Nations requirements, it is planned to be expanded.

## **2. Duties and Responsibilities**

The CAMM-ER Management Assistant (MA) will report to the Risk & Reporting Officer (RRO) based in Paris and will provide secretarial services to the Programme Manager (PM) & The CAMM-ER Section Leader (SL).

They will be daily operationally employed in the detached OCCAR Rome site. In particular, the MA 3, with the other two MAs, will:

- answer general enquiries/needs of the PD;
- file and maintain contractual documentation relevant to the PD;
- file and maintain personnel records and documents relevant to the PD;
- manage classified documentation held by the PD in accordance with National and OCCAR-EA security procedures and instructions;
- maintain appropriate filing system, ensure appropriate physical and digital storage of classified documentation in designated security areas and online secure systems, plus manage incoming and outgoing mail in accordance with OCCAR procedures;
- draft documents, e-mails and faxes on request of the SL;
- forward personnel issues to Human Resources Division under PM indication;
- coordinate the SL and Staff Members' diaries (i.e. meetings, conferences, absence management & duty travel), supporting the PD in organising meetings and providing administrative support (i.e. photocopy, fax, facilities);
- maintain and keep up-to-date the attendance list of the PD;
- provide ad-Hoc cover during absence of the other Management Assistants in Paris (B633 and B634);
- perform additional tasks as and when required to support 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**      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** Good knowledge of rules and procedures relevant to administrative tasks;
- ES 2** Excellent knowledge of current secretarial duties performed in national and international context;
- ES 3** Good knowledge of rules covering handling of mail with particular reference to the marking, transmission and dissemination of classified documentation;
- ES 4** Good knowledge of national and international security regulations, plus related policy;
- ES 5** Proven experience with procedures covering all aspects of physical or digital storage, general archiving, physical transit plus destruction of classified and unclassified documents.

##### **4.2 Desirable:**

- DS 1** Previous experience in other national and international organisations;
- DS 2** Knowledge of their national defence structures and organisations;
- DS 3** Awareness of other defence related structures and organisations;
- DS 4** Proven capability to draft papers, letters and documents, sometimes to tight deadlines in the English language;
- DS 5** Awareness of Quality Management Systems.

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

- UPPER INTERMEDIATE level<sup>1</sup> of ENGLISH both oral and written.

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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.

- 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:

Francis CELESTE (FSAF-PAAMS Programme Manager)

Email: [francis.celeste@occar.int](mailto:francis.celeste@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>.