



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	A202 - QUALITY ASSURANCE, RISK & BUSINESS REPORTING OFFICER
<b>Nationality</b>	Vacancy is only open to nationals of a COBRA Programme participating State (France and Germany).
<b>Grade, Step, salary</b>	Grade A3*, Step 1 We offer an excellent compensation package. Find out more on our <a href="#">remuneration webpage</a>
<b>Division</b>	COBRA Programme Division
<b>Section</b>	Programme 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>	16/10/2024
<b>Start Date</b>	01/01/2025
<b>Interview Date</b>	Week commencing on 11/11/2024

## **1. Background**

COBRA is a multinational collaborative Programme for the In-Service Support (ISS) and Mid-Life Update (MLU) of a COunter Battery RAdar (COBRA) System for Germany and France. The COBRA Programme Division (CPD) is the Integrated Programme Team appointed for the management of the COBRA Programme, currently managing the In-Service Support Phase and Mid-Life Update.

The prime objective of the Division is to provide the required level of System Availability to the Participating States and to support them on Operations.

## **2. Duties and Responsibilities**

The Quality Assurance, Risk & Business Reporting Officer is responsible to the Programme Manager (PM) and to the Commercial Section Leader (CSL) for all aspects related to

Quality Assurance (QA), Risk Management (RM) and Business Reporting (BR) of the COBRA Programme.

In particular the Quality Assurance, Risk & Business Reporting Officer will:

## 2.1 General Support

- Provide technical advice to the Programme Manager;
- Assist in preparation of positions and decisions of the division;
- Provide support for In-Service Support (ISS) activities;
- Establish contractual requirements related to their area as required;
- Monitor Contractor activities and ensure the management of the allocated OCCAR Tasking Orders (OTOs);
- Provide inputs to all reports to OCCAR and Nations related to their area;
- Other duties as directed by the Programme Manager or the Commercial Section Leader.

## 2.2 Quality Assurance

Internal:

- OCCAR/CPD Quality Management System (QMS) Representative:
  - Attendance to QMS Meetings;
  - Definition, Creation and update of CPD documentation and records regarding QMS;
  - Prepare (or participate in the preparation) and/or update of the CPD internal procedures (e.g. Divisional Instructions (DIs), etc.);
  - Prepare and conduct OCCAR-EA's QMS ISO Certification Audit when CPD is involved;
  - Management of any aspects related to QMS.

External:

- Monitor and assess the internal Procedures and activities of Industry and NSPA;
- Support, as necessary for Qualification, acceptance and delivery of HW and SW COBRA items;
- Advise on overall QA aspects to the PM;
- Assist in preparation of QA positions and decisions within CPD;
- Define QA contract requirements (if necessary for new contracts) and assessing Industry QA compliance with Contract requirements and Industry QA Plan;

- CPD focal point for:
  - Quality Assurance activities (including incidents/failures during System integration);
  - Co-ordination of QA aspects affecting System Engineering (SE) and ILS interfaces;
  - Supervision of CPD contracts database (e.g. OCCAR Tasking Order Database and Mid Life Update (MLU) Database).
- Define, create and maintain COBRA QA Policy documents;
- Direct National QA organizations on COBRA QA Policy including monitoring controlling Government QA surveillance tasking on Industry;
- Commissioning/Coordinate respective Government Quality Assurance Offices (GQAO) activities;
- Chair of Government Quality Assurance Representatives (GQAR) working group.

### 2.3 Risk Management

- Monitor and assess stakeholders' risks related internal Procedures and activities;
- Act as focal point for Risk Management and advise the PM and the Commercial Section Leader on overall Risk issues;
- Coordinate and Manage risks within CPD;
- Record and follow up Risks within the Active Risk Manager (ARM) tool;
- Coordinate joint risk reviews with the Contractors, NSPA and the Nations;
- Prepare and lead on Risk Audits;
- Participate to Risk Community of Practices (CoPs);
- Prepare and maintain the CPD Risk Management Plan.

### 2.4 Business Reporting

- Support to the preparation and recording of Meetings as directed by the PM/Deputy PM:
  - Internal Co-ordination and preparation of COBRA Reports and presentations (e.g. Annual Report, Programme Management Plan, Through Life Management plan, Business Plan etc.);
  - Participation to the meetings as directed by PM.
- Regularly record and review Action Items resulting from meetings;
- Support the preparation and the execution of the COBRA divisional Dashboard;

- Create and maintain CPD databases as requested by the PM;
- Participate to Business Reporting CoPs.

## 2.5 Other

- CPD focal point for Information Management (IMgt);
- Safety Management:
  - Prepare and maintain the CPD Safety Management Plan;
  - Ensure coordination of Safety Management activities (processes, risks assessments);
  - Chair the regular Safety Management Panel with Industry and Nations;
  - Prepare and provide the CPD Safety Report and Safety Warnings to involve stakeholders.
- Project Management:
  - To be responsible and to manage contracts properly with respect to cost, time and performance;
  - Assist in the preparation of CPD internal projects positions and decisions;
  - Provide support for In-Service Support (ISS) and Mid Life Update activities;
  - Define and manage System Engineering and/or Logistics projects and contracts Requirements;
  - Support negotiations of contracts;
  - Manage performance of Logistics and System Engineering studies/projects (incl. qualification and acceptance);
  - Monitor Contractor activities (e.g. keep projects on schedule/costs).
- Supervise the Control and Monitoring of the overall Key Performance Indicator (KPI) Process:
  - Management and reporting of KPIs and PQIs to meet COBRA High Level Objectives (HLOs);
  - Establishment and maintenance of the Divisional instructions related to KPIs;
  - Provide advice to the PM with respect to KPIs;
  - Internal Co-ordination and preparation of KPI reporting including review of the calculation and the accuracy of the KPIs;
  - Regular briefing to the PM on KPI status;

- Interface with CO with respect to KPIs issues;
- Record the KPIs performance results;
- Prepare the KPIs upload to the OCCAR KPI related tool (i.e. Balanced Scorecard)
- Handling of OCCAR internal SW tools:
  - Be CPD Focal Point for ICT (Information, Communication, Telecommunication);
  - Be responsible for CPDs policy regarding the usage of SW tools;
  - Maintain and update the CPD internal Dashboard including the Action tracking tool, as well as the OTO (OCCAR contract Tasking Orders) Database.
- Handling of COBRA PD Security:
  - Be CPD Focal Point for Security (COBRA PD Designated Security Official);
  - Monitor the Security Clearances for the COBRA PD Staff;
  - Prepare and manage the Requests for Visits;
  - Elaborate, manage and distribute the IT passwords (including GnuPG and Zed! Encryption passwords for the COBRA PD and External Stakeholders).

### **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** Wide knowledge and experience in Business Reporting (BR) activities;
- ES 2** Wide knowledge and experience in Quality Assurance (QA), Risk Management (RM) and Safety Management (SM) activities;
- ES 3** Experience/knowledge of Post-Design Services/In-Service Support as well as Mid Life Update activities;
- ES 4** Experience of establishment of processes and associated documents;
- ES 5** Knowledge in applying programme management disciplines in a Through Life Management sense.

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

- DS 1** Experience of multinational collaborative procurement and awareness of the logistic and support principles of the Participating Nations;
- DS 2** Experience in international programme management;
- DS 3** Knowledge and experience in creating and monitoring indicators;
- DS 4** Familiarity with programme control tools and reporting systems (advanced level at MS Excel) as well as familiarity with practical IT-Sec (encryption tools);
- DS 5** Experience in leading meetings.

#### **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.

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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.

## **7. Security Clearance**

Security clearance at OCCAR Secret level is required for this post - or needs to be obtained within the first 6 months of employment.

## **8. Applications and Points of Contact**

Applicants wishing to apply for this Post should email the completed application and supporting documentation to: [vacancies@occar.int](mailto:vacancies@occar.int)

For further information regarding this post please send your inquiry to the same email address.

### **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>.