



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	A754 – IN SERVICE SUPPORT CONTRACT OFFICER 4
Nationality	Vacancy is only open to nationals of the A400M Programme Participating States (Belgium, France, Germany, Türkiye, Spain and the United Kingdom).
Grade, Step, Salary	Grade A3, Step 1 We offer an excellent compensation package. Find out more on our remuneration webpage
Division	A400M Programme Division
Section	Commercial and Finance Section
Management of Staff	0
Location	Madrid, Spain
Initial Contract Duration	3 years
Closing Date for Applications	5 December 2024
Start Date	01 April 2025
Interview Date	Week commencing on 20 January 2024

1. Background

The A400M is a multinational collaborative programme for the development, production and in-service support of a subsonic medium range transport aircraft.

The Commercial and Finance section, in relation with Central Office (CO) divisions (Programme Management Support Division (PMSD), Finance, Corporate Support Division), is responsible for the management of all contract and financial activities and administrative support related to the programme and to the Division. The section provides contract and financial expertise to support new contract placement and contract administration (including amendments), Memorandum of Understanding (MOU) and programme decision negotiations, legal advice and budgetary control.

Additionally, the section supports the Programme Manager in providing management information to OCCAR CO.

This post is very demanding, requiring energy, resilience and commitment, with a strong commercial background. The candidate must be able to be able to work proactively, lead engagement with a very large single source multinational supplier, and collaborate with multiple customers (6 Nations).

2. Duties and Responsibilities

(You must provide evidence of your related experience in performing similar duties and responsibilities in your application.)

The A400M In Service Support (ISS) Contract Officer 4 will report to the ISS Contract Manager 2.

In particular they will:

- Support the ISS Contract Manager 2 on Engine matters in managing elements of the Engine Support Contract and its replacement contract the Engine Support Step 2 Contract;
- Support the ISS Contract Manager 2 in the contract placement and management of Administrative Contracts, including Legal Services and Site Services;
- Work closely with the Programme Division Programme Management, Support and Finance sections, CO PMSD and Nations in developing solutions and advising on commercial and contractual solutions, propriety aspects, procurement strategies, pricing, and Statements of Requirement/Work;
- Draft, negotiate and agree contracts and amendments with Nations and Industry in accordance with OCCAR Management Procedures, ensuring consistency with programme objectives and the preparation of contract presentation reports;
- Perform contract management, post contract award, including the consideration of contract changes and amendments, and options available under the Contracts, to implement A400M Integrated Logistic Support (ILS) and ISS contracting arrangements;
- Co-ordinate individual price investigations for ILS/ISS contracting activities and, where applicable, ensure coherence between individual investigations and consolidation of the individual National Pricing Authority recommendations to support negotiations with Industry;
- Consider Intellectual Property Rights implications and other design related aspects from a commercial perspective;
- Prepare plans and tenders for competition and undertake tender evaluation and award where appropriate;
- Provide regular progress reports to the Commercial and Finance Section Leader, Programme Manager and to Nations;
- Provide commercial support to other aspects of the Programme as required by Line Management.

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 day-to-day contract management of Defence contracts;
- ES 2** Previous experience in contract drafting, negotiation and pricing for major Defence programmes;
- ES 3** Previous experience of contracting for Defence In-Service Support services;
- ES 4** Previous experience in developing procurement, negotiation and pricing strategies as part of Defence programmes.
- ES 5** Previous experience of participating in contract negotiations for complex and/or major Defence programmes with large national or multinational companies or a Nation.

4.2 Desirable:

- DS 1** Experience of working on Defence aircraft contracts, contracting solutions or negotiations as a responsible contracts officer;
- DS 2** Experience of working as a responsible contracts officer on multinational military equipment programmes, nationally or internationally;
- DS 3** Knowledge of English law applicable to contracts, as a responsible contracts officer;
- DS 4** Knowledge of pricing aspects, including price investigation, as a responsible contracts officer;

DS 5 Knowledge and experience of drafting and negotiation of bespoke contract provisions.

Note: The text above in each of the essential and desirable skills referring to “as a responsible contracts officer” means performing a specific contracts/commercial officer role having delegated authority to agree contract prices, terms and conditions, and signature of contracts.

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 - 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

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>.

¹ The language levels can be found on the OCCAR website, www.occar.int Careers / Applying.