



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	B432 – LOGISTICS ASSISTANT
<b>Nationality</b>	Vacancy is only open to nationals of a BOXER Programme participating State (Germany, United Kingdom, Lithuania and Netherlands).
<b>Grade, Step, Salary</b>	Grade B5, Step 1 We offer an excellent compensation package. Find out more on <a href="#">our remuneration webpage</a>
<b>Division</b>	BOXER Programme Division
<b>Section</b>	ILS
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b><u>Initial</u> Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	02 June 2025
<b>Start Date</b>	01 September 2025
<b>Interview Date</b>	Week commencing on 30 June 2025

## **1. Background**

BOXER is a quadrilateral collaborative programme for the development and series delivery of a family of wheeled armoured utility and fighting vehicles for Germany (DE), the Netherlands (NL), Lithuania (LT) and the United Kingdom (UK). The BOXER Programme Division (BPD) is currently managing the Design & Development Phase and Series Production Phase including an initial In-Service Support Package for all Participating States.

The ILS section (System support engineering) of the BOXER Programme Division (BPD) is responsible for all aspects of the Logistic Support Analysis (LSA), initial In Service Support Phase (iISSP) of the programme as well as for configuration management and quality assurance.

## **2. Duties and Responsibilities**

The post holder assists the Configuration Control and Quality Assurance Officers, especially in their administrative tasks.

Furthermore, the Logistic Assistant supports the Programme and Financial Support Assistant in the day-to-day general administrative support tasks and replaces them when they are absent.

The Logistics Assistant is accountable and personally responsible to the ILS Section Leader. They are the focal point of contact to national Official Services (OS) and Industry for their area of responsibility. They will have to foster decision on inputs from OS and Industry and to monitor Industry on the configuration management process and escalated warranties.

In particular, they will:

### **Configuration Control and Quality Assurance Support:**

#### **Configuration Control:**

- Collect and update status of Engineering Change Proposals (ECPs);
- Launch / monitor internal and external actions for evaluation of ECPs to allow OCCAR to take timely decisions;
- Control the completeness of the delivery documents on delivery of each vehicle;
- Monitor the Configuration Status Accounting (CSA) and final build standard of each vehicle;
- Prepare the handover of the Vehicle Configuration Folder of each vehicle;
- Monitor industry activities and progress in the field of retrofit to DDR+.

#### **Quality Control:**

- Manage and update the OCCAR Quality Database;
- Monitor industry activities and progress in resolving quality issues;
- Link solutions of quality issues to agreed ECPs.

#### **Warranty Control:**

- Manage and update the OCCAR Warranty Database;
- Monitor industry activities and progress in resolving warranty claims;
- Link solutions of structural failures to agreed ECPs.

#### **Safety Control:**

- Monitor industry activities and progress in resolving safety issues;
- Link solutions of safety issues to agreed ECPs.

**Programme Support:**

- Provide support in the area of mail handling;
- Provide support in the area of duty travel arrangements;
- Provide support in preparing meeting facilities;
- Provide support on ICT for the PD.

**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** Experience and knowledge of development and production of military systems;
- ES 2** Experience and in depth knowledge of military systems techniques on the level of "Meister" or comparable and/or 1st Systems Technician by education and/or experience;
- ES 3** Experience and in depth knowledge of the nation(s) In Service Support activities;
- ES 4** Proven capability to draft minutes of meetings, letters and documents.

#### 4.2 Desirable:

- DS 1** Knowledge and experience in the fields of Configuration Control or Quality and Warranty;
- DS 2** Knowledge and experience in an international Programme;
- DS 3** Awareness of OCCAR Through Life Management concept;
- DS 4** Awareness of nation defence related structures (and organisations).

### **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**

Technical Higher secondary education and practical experience in the activities directly related to the tasks prescribed is highly desirable.

### **7. Security Clearance**

Security clearance at OCCAR Confidential 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: [application@occar.int](mailto:application@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>.

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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.