



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	B706 – AIRCRAFT ACCEPTANCE SUPPORT ASSISTANT
Vacancy open to nationals of an A400M Programme participating State	A400M Participating States: Belgium, France, Germany, Türkiye, Spain and the United Kingdom.
Grade, Step, Salary	Grade B6, Step 1 We offer an excellent compensation package. Find out more on our remuneration webpage
Division	A400M Programme Division
Section	INDIVIDUAL AIRCRAFT ACCEPTANCE DELIVERY AND RETROFIT Support Section (IAADR)
Management of Staff	0
Location	Seville, ES
Initial Contract Duration	3 years (can be extended, up to maximum 9 years)
Closing Date for Applications	22/07/2024
Start Date	01/11/2024

1. Background

A400M is a multinational collaborative programme for the development, production and in-service support of a subsonic medium range transport aircraft. The in-service phase started in 2013 with the first A400M delivery and since 2020 six Nations are operating the aircraft.

The Individual Aircraft Acceptance Delivery & Retrofit Support Section (IAADR) is responsible for overall management of the Individual Aircraft Acceptance & Delivery (IAA&D) process, including all aspects of the concession handling and Aircraft configuration at delivery. The section is also involved in the retrofit activities in order to assure a proper technical and contractual SOC3 retrofit, by supporting the Retrofit Manager. Configuration Items delivery management post Transfer of Title is managed as well by the section.

2. Duties and Responsibilities

The AIRCRAFT ACCEPTANCE SUPPORT ASSISTANT will report to the PROGRAMME MANAGER through the AIRCRAFT ACCEPTANCE & DELIVERY & RETROFIT SUPPORT SECTION LEADER and AIRCRAFT ACCEPTANCE OFFICERS.

In particular they will:

- Provide assistance to the IAADR Section on all acceptance and delivery (A&D) technical matters;
- Assist the AIRCRAFT ACCEPTANCE OFFICERS by:
 - Acting as an expert and coordinator to Nations' inspectors for the CIG process (visual inspections) and the buyback activities to be performed;
 - If assessed as necessary, participating in production checks, aircraft weighing, on-ground aircraft testing;
 - If requested, participating in PATM/CAM flights in order to witness aircraft behaviour;
 - Depending of the work load, undertaking physical Aircraft inspection, in coordination with the receiving nation in order to ensure status of delivered product in accordance with configuration management;
 - Auditing Aircraft Delivery documentation.
- Liaise with Technical and ILS Sections, in particular for TID and AirNav updates;
- Assist with Office Support function including preparation of meetings, security clearance for visitors, assistance for offices reparations and other administrative tasks;
- Support Aircraft Acceptance Officers in CAM and IAPD WG.

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 in production, maintenance, as well as in quality assurance of military or/and civil aircraft;
- ES 2** Experience of aircraft acceptance inspections including knowledge in acceptance and delivery practices in military or/and civil areas;
- ES 3** Good knowledge of aircraft maintenance and repairs procedures;
- ES 4** Good knowledge in operational use of military transport aircraft;
- ES 5** Awareness of military and civil airworthiness regulations and associated organisations (EMAR, DGAM, EASA, FAA etc.).

4.2 Desirable:

- DS 1** Previous experience in international programme work;
- DS 2** Participation in quality assurance audits for some companies in the aeronautical industry or in military organization/s;
- DS 3** Knowledge of military maintenance tools used by Air forces;
- DS 4** Knowledge of aircraft testing in the scope of new aircraft to be delivered, aircraft after retrofit or Aircraft operational check after maintenance repairs and A/C overhaul;
- DS 5** Awareness of other defence related structures.

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.

Medical certificate type JAA class 2 or equivalent is essential in order to carry out flight duties.

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.

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

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>.