



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	A009 - QUALITY MANAGER 2
Nationality	Vacancy is only open to nationals of an OCCAR Member State: Belgium, France, Germany, Italy, 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	Quality Management Office
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years (can be extended up to 5 years)
Closing Date for Applications	12 August 2024
Start Date	1 November 2024

1. Background

OCCAR is an international organisation whose core-business is the through life management of cooperative defence equipment programmes. OCCAR's vision is to be a centre of excellence in its business domain. This is underpinned by the implementation of a comprehensive business management framework, comprising a Quality Management System (QMS) which is certified to the ISO 9001.

The Quality Management Office (QMO) within OCCAR-EA is responsible for:

- Assisting the OCCAR-EA Deputy Director in their role of the Quality Management Representative (QMR) to monitor, maintain and improve the OCCAR-EA Quality Management System;
- Supporting the Internal Audit Office (IAO) in the preparation of the annual internal audit strategy and programme; and
- Acting as the Organisation's Point of Contact for all Government Quality Assurance (GQA) related activities and chairing the GQA Community of Practice (CoP).

The QMO reports directly to the OCCAR-EA Deputy Director.

2. Duties and Responsibilities

2.1 Quality Management System

The Quality Manager (QM) 2 will:

- Advise the Programme and Central Office Divisions in the development and improvement of internal QMS documentation;
- Provide advice and guidance to Staff Members on how to apply the OCCAR-EA QMS;
- Prepare new and updated QMS documents for endorsement and approval, publish them on the intranet and store them in the Electronic Records Management System (ERMS) and the file server;
- Update and maintain the graphical representation of the Process Model, the QMO presentations and all QMS forms and templates in MS PowerPoint, MS Word and Adobe Acrobat;
- Update and maintain the QMS Staffing Dashboard, QMS Documentation Overview and the Process Quality Indicator Overview in MS Excel;
- Plan and schedule the QMS meetings, QMS Awareness Sessions and Opportunities for Improvement Meetings, including invitations, meeting room reservation and travel arrangements;
- Draft, update and review minutes for QMS meetings, GQA CoP meetings and the annual Management Review;
- Present OCCAR's QMS to newcomers and external stakeholders;
- Keep informed of developing methodologies and emerging standards in the business domain.

The QM2 will also support QM1 to:

- Ensure that the QMS is kept suitable for OCCAR-EA's business and consistent with the OCCAR Corporate Strategy and OCCAR Business Plan;
- Identify new requirements placed on the QMS by the continual improvement of OCCAR-EA (including regulatory framework), propose/coordinate responses and corresponding actions where appropriate;
- Assess the compliance and consistency of proposed changes to the higher-level documentation of the QMS;
- Maintain the conditions for sustained ISO 9001 certification, manage interactions with the selected ISO certification body and ensure that non-conformities, gaps and recommendations identified by external audits are addressed;
- Prepare and execute the Management Review process (annual), including assessment of inputs from Divisions, identification of opportunities for improvement within the QMS and any follow up actions;
- Ensure that gaps and shortcomings in the OCCAR-EA QMS, identified in internal and external audits, are analysed/assessed and propose relevant actions.

2.2 Government Quality Assurance (GQA)

The QM2 will support the QM1:

- To maintain the OCCAR Management Procedure (OMP) 7 "Government Quality Assurance" in accordance with OCCAR rules and regulations and ensure that it is kept suitable for OCCAR-EA's business needs;
- In the preparation of the Government Quality Assurance (GQA) Community of Practice (CoP) meetings;
- Support the OCCAR-EA Divisions in GQA matters;
- To keep informed regarding national/international GQA policies and procedures (e.g. NATO).

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** Experience in supporting the maintenance and evaluation of a corporate QMS, including supervision of and contributions to continual improvement;
- ES 2** Experience in managing the review, drafting and staffing of QMS documentation;
- ES 3** Experience and broad knowledge of all areas required to perform the duties and responsibilities, particularly in the field of defence procurement in the OCCAR Member States;
- ES 4** Experience supporting cross-divisional meetings;
- ES 5** In-depth working knowledge of ISO 9000 series of standards.

4.2 Desirable:

- DS 1** Successful experience of 3rd party certification (e.g. ISO 9001);
- DS 2** Successfully passed the current ISO 9001 Lead Auditor Training Course or equivalent;
- DS 3** Experience in working with and developing process models;
- DS 4** Knowledge of AQAP 2000 series and experience its application;
- DS 5** Experience in planning and executing an internal audit programme.

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 university degree or equivalent experience in the field of programme management, engineering or quality management 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.