



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	A041 - SITE MANAGEMENT SECTION LEADER BONN
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 A4, Step 1 We offer an excellent compensation package. Find out more on our remuneration webpage
Division	Site Support Division
Section	Site Management Bonn
Management of Staff	6
Location	Bonn, DE
<u>Initial</u> Contract Duration	3 years
Closing Date for Applications	06 June 2025
Start Date	01 September 2025
Interview Date	Week commencing on 23 June 2025

1. Background

The Site Support Division (SSD) is responsible for the provision of essential infrastructure and support to enable the Directorate, the Program Divisions and Central Office Divisions to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Security, Information and Communication Technology (ICT) and Site Management addressed in each of the OCCAR-EA sites.

The Site Management Bonn is responsible for the planning and implementation of the Enabling Infrastructure Management, Investments Management, Budget Management, Contract Management and Risk Management of the Bonn OCCAR-EA site. The Site Management is also responsible for policy with respect to Health & Safety across the OCCAR estate, Emergency Planning, asset management and registry management.

2. Duties and Responsibilities

The Site Management Section Leader Bonn will report directly to the Head of Site Support Division.

They are responsible for the provision of the support needed for the Bonn Site for its day-to-day operation and for the provision, maintenance and supply of local infrastructure and services to the to the Directorate, the Programme Divisions and Central Office Divisions stationed at Bonn. In addition to managing the Bonn Site, this post also has line management responsibilities for staff based in Italy. As OCCAR-EA continues to evolve further line management responsibilities for site staff based in other countries may become necessary.

They are also Finance & Budget Officer and Procurement & Contract Officer responsible for the Procurement, Contract Investments, Administration Budget and Finance Management needed for the Central Office and Bonn Site located Programme Divisions.

They have also a supporting and coordinating role in relation to other OCCAR-EA Sites.

In particular, they will:

As Site Manager:

- Manage the principal Service Provider contract for the effective operation of all Site Services;
- Realise and manage additional local service contracts;
- Liaise with other OCCAR-EA Sites, to establish best practice across all Sites managed by SSD, to support them and to coordinate between them;
- Manage the Duty Travel Orders and Claims for all personnel of the Bonn site;
- Coordinate Duty Travel policy, regulations and training for all OCCAR;
- Manage the staff of the Site team as appropriate;
- Manage the Site related Health and Safety;
- Oversee the asset management and the registry management;
- Develop and keep up to date the procedures and policies related to those duties.

As the Procurement & Contract Officer:

- Prepare detailed budget charts, tables, and spreadsheets, as needed, in support of a variety of budgetary analyses and special projects for Bonn Site;
- Administer contracts in accordance with OCCAR-EA rules and procedures, when requisitions are received from the Central Office or Programme Divisions;
- Act as procurement Officer for Central Office and Bonn site administrative budget;
- Assist Head of SSD with the financial planning and budgetary control of SSD's administrative budget;
- Assist, if required, the Site Managers of the other OCCAR-EA sites with their financial planning and budgetary control of their administrative budget;

- Identify opportunities for improvement or risks in his area of responsibility;
- Perform such other duties appropriate to the post as may be assigned from time to time by the Head of Site Support Division.

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** Executive management skills and the ability to manage complex negotiations as well as dealing with difficult situations, such as conflicts, proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking, with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a 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** Proven experience in site management including dealing with Health and Safety aspects, asset management and managing local service contracts;
- ES 2** Proven knowledge and experience of contracting and contract management including procurement activities;
- ES 3** Experience of creating a Budget, preparing a Forecast of Outturn and Budget In-Year Management;
- ES 4** Extensive practical experience of drawing up complex and detailed business cases including any supporting financial/budgetary analysis.

4.2 Desirable:

- DS 1** Experience of office administration and the drafting of papers, letters and documents in an international context;
- DS 2** Experience of managing and motivating a team of remote workers based in several different countries;
- DS 3** Knowledge of IPSAS and accrual accounting techniques and procedures;
- DS 4** Knowledge of OCCAR Through-Life Management concept;
- DS 5** Previous experience in other international organisations.

5. Language Requirements

- ADVANCED level¹ of ENGLISH both oral and written.
- UPPER INTERMEDIATE level of German will be considered as an asset.

6. Qualifications

A university degree or equivalent education with several years of experience in the activities directly related to the tasks prescribed is highly desirable.

Professional Certificate in Occupational Health and Safety is 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: 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>.

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