



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. – fax. 06.49862475

r3d8s0@persociv.difesa.it

M_DGCIV

Prot. Nr.0023856

Del 06/04/2009

PARTENZA

A INDIRIZZI IN ALLEGATO

OGGETTO: candidature di dipendenti civili a posti a "status internazionale". **Legge 27 luglio 1962 n.1114.**

seguito f.n. 20465 del 24/03/2009

In relazione all'argomento indicato nel foglio cui si fa seguito, si comunica che il Segretariato Generale della Difesa e Direzione Nazionale degli Armamenti – 3^ Ufficio OCCAR – ha reso noto il nuovo termine di scadenza per la presentazione delle candidature presso la Divisione di Programma FSAF – Parigi – di cui alla tabella sottoindicata.

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N.A648	Parigi (Francia)	"Programme Management Section Leader"	A4* (equiv.p.e.C3)	inglese	08/05/2009

IL DIRETTORE DELLA DIVISIONE
(Dirig. dr.ssa Marina MASSARUTI)

f.to



MINISTERO DELLA DIFESA

SEGRETERIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI

III REPARTO - POLITICA DEGLI ARMAMENTI

3° Ufficio – OCCAR

M_D GSGDNA

2315 /300 26 MAR. 2009

OGGETTO: Richiesta di personale da candidare presso la Divisione di Programma FSAF di Parigi – *Programme Management Section Leader* – Post A648 (A4*).

A VEDASI ELENCO INDIRIZZI IN ALLEGATO

Seguito: a. let. n. M_D GSGDNA n. 2064/300 in data 18.03.2009;

b. let. n. M_D GSGDNA n. 2127/300 in data 20.03.2009.

1. Si invia, per il seguito di competenza, la nuova “*Job Description*” relativa al bando di concorso per il posto in oggetto, fatta pervenire dall’Ufficio Centrale dell’OCCAR-EA, che sostituisce quella inviata con la lettera a seguito b..
2. Si conferma che tale posto è di elevato interesse nazionale. Pertanto, attesa l’elevata competitività internazionale per le posizioni in seno all’Ufficio Centrale, le caratteristiche del candidato dovranno essere pienamente rispondenti ai requisiti richiesti dalla “*Job Description*”.
3. Inoltre, il predetto Organismo internazionale ha comunicato le nuove scadenze per la presentazione delle candidature, in quanto il Direttore della Divisione di Programma FSAF, avuto riguardo al carico di lavoro del posto in parola durante i mesi di Luglio e Agosto, è preparato all’eventualità in cui la posizione dovesse rimanere vacante per i citati due mesi (lettera a seguito a.). Ciò, al fine di consentire ai Paesi interessati (IT e FR) di disporre di maggior tempo per la ricerca di idonee candidature da presentare per la selezione.
4. Per quanto precede, la EA ha specificato che il colloquio per la selezione dei candidati avverrà nella settimana con inizio dal 15 Giugno 2009 e l’assunzione del vincitore sarà a decorrere dal 1° Settembre 2009.
5. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 24 Maggio 2009.

d’ordine

IL CAPO DEL III REPARTO

(Gen. D. Claudio TOZZI)

324
31/4/09

VACANCY NOTICE

Post: A648 – Programme Management Section
Leader
Grade: A4*
Division FSAF
Section: Programme Management Section
Management of staff: 4
Location: Paris area, FR
Starting date: 01st September 2009
Provisional Interview Date: Week commencing 15th June 2009

Background:

The scope of the Programme is the definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:

- Surface-to-Air Anti-Missile system (SAAM),
- Surface-to-Air Medium Range Land system (SAMP/T).

The management of this Programme seeks to optimise the use of as many common elements as possible and also gives consideration to the potential to extend the capabilities of the systems.

Duties:

The Programme Management Section Leader will report to the Programme Manager. He / she is responsible for monitoring, controlling and reporting of all programme activities including risk within the Programme Division.

The post holder will:

- prepare and update the FSAF Programme Management Plan
- act as focal point for OCCAR Management Procedures
- attend with the PM the OCCAR Board of Management meetings and internal FSAF meetings in order to acquire all information necessary for preparing all documents necessary for the regular running of the FSAF activities (Administrative Arrangements, Mandates, FSAF Organisational Charts, TORs and Job Descriptions, post grading, Business Plan, PMP, relocation of the FSAF site)
- draft minutes of the Programme Committee and Programme Working Group meetings
- establish and maintain a risk register interacting with Industry and the Programme Division in order to identify potential risk areas

Points of contact:

- Enrico Piromallo di Montebello – FSAF Programme Div. tel: +33 (0)1 5724 8876
E-Mail: enrico.piromallo-di-montebello@occar.int
 - Iain Plunkett - OCCAR HRD tel: +49 228 5502 182 E-Mail: iain.plunkett@occar.int
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- assess risk associated with the Programme schedule and advise the Programme Manager on risk reduction measures
- provide regular reports to the Programme Manager as requested
- co-ordinate and/or prepare reports to FSAF Programme Committee and Nations
- maintain the Programme History
- take responsibility for the internal quality and programme quality management
- take responsibility for the programme configuration management
- if necessary, take temporary additional task as required by the Programme Manager

Experience:

- Lasting experience in the complex armament purchase's domain and associated noticeable background in technical and financial management of purchasing contracts
- Good experience in the field of industrial relationship
- Consolidated experience in international co-operation activities
- Good experience of analyzing and processing weapon system technical and operational evolutions as result of In Service activities and performance enhancement necessity
- Excellent knowledge of the national and international standards for quality assurance and related quality management procedures
- Excellent knowledge of configuration management process and procedures
- Proven experience of internal/external quality audits and configuration audits
- Good experience in trials/testing and acceptance of technically complex deliverables
- Experience of risk management

Competences /Skills:

- The ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity
- Excellent interpersonal skills with the ability to interact and communicate at all levels
- The ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process
- The ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time
- The ability to work in a changing, developing and demanding environment
- The ability to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software
- Fluency, orally and written, in the English language
- Good knowledge of Italian and / or French languages is desirable

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Qualifications:

Technical university degree or equivalent educational level qualification in the activity directly related to the prescribed tasks.

Security Clearance:

National security clearance at "OCCAR-Secret" level is required for this post.

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- STAFF IN CONFIDENCE WHEN COMPLETED -



Organisation for Joint Armament Co-operation

OCCAR RECRUITMENT FORM

PLEASE INSERT DATA IN APPROPRIATE BOXES, PRINT THE COMPLETED FORM, AFFIX PHOTOGRAPH AND SIGN IT.

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK

Vacancy for which you are applying: Post No. _____, Post Title _____	
1. PERSONAL INFORMATION	
Mr. Mrs. Miss NAME (surname): _____ (first names): _____ NAME AT BIRTH: _____ MAIDEN NAME (if appropriate): _____ PK/Insee No./Staff No./Matricola No.: _____ DATE/PLACE OF BIRTH (please provide a copy of your passport or Identity card) Day: _____ Month: _____ Year: _____ City: _____ Country: _____	RECENT PHOTOGRAPH
2. NATIONALITY Present Nationality: Has your nationality ever changed or is it in the process of being changed? No ☐ Yes ☐ (please provide certified copy of naturalisation decree for new nationality) (explain the reasons for changing) Do you have dual nationality No ☐ Yes ☐ Which? _____ Explain: _____	
3. RESIDENCE	
Present address (to which correspondence should be sent): _____ Home address (if different from above): _____ How long have you lived in your present country of residence? _____	Telephone / -fax: Home: _____ Office: _____ Can we call you at your office? No ☐ Yes ☐ E-mail: (Please complete) _____
4. MARITAL STATUS	
☐ 1. Married ☐ 2. Separated ☐ 3. Divorced ☐ 4. Widow(er) ☐ 5. Single (Date: _____) (Date: _____) (Date: _____) If married, does your spouse work? No ☐ Yes ☐ If so, where? _____ Job title: _____	

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

5. RELATIVES

Give names of spouse and any dependants

1. Spouse
2. Children (including adopted)

Other dependants for whom you are legally responsible

NAME	FIRST NAME	RELATIONSHIP Indicate No. & Marital Status	DATE OF BIRTH D/M/Y	COUNTRY OF BIRTH	NATION- ALITY	CURRENT ADDRESS

6. LANGUAGES *

Mother tongue:

	Speaking	Understanding	Reading	Writing
English				
French				
German				
Italian				
Spanish				

Additional languages:

* Grade as: Fluent / Good / Fair / Poor

7. HAVE YOU EVER PREVIOUSLY APPLIED FOR A POST IN OCCAR?

If so, please state the approximate date of application, and for which post.

Were you interviewed? No ☐ Yes ☐

8. EDUCATION				
	Name and Location	Dates from to	Major subjects	Degree or other diploma
Senior / High Secondary School				
College or University				

OTHER PROFESSIONAL QUALIFICATIONS, MEMBERSHIP OF BUSINESS OR PROFESSIONAL ASSOCIATIONS

ACCOMPLISHMENTS				
Qualification received	Awarded by	Subject	Length of study	Date

10. EXPERIENCE IN USING INFORMATION TECHNOLOGY

MS Windows	ACCESS
WORD	MS PROJECT
EXCEL	LOTUS NOTES
POWERPOINT	NAVISION

11. ARE YOU A CIVIL SERVANT?	National	No ☐	Yes ☐
	International	No ☐	Yes ☐

If so, what level?

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

12.1 PRESENT EMPLOYMENT	
COMPANY / ADDRESS	POSITION HELD
Dates from: _____ to: _____	Name and position of person to whom you report
Number of people reporting directly to you, or for whom you are responsible	Yearly budget responsibility (if appropriate):
Describe duties and scope of responsibilities:	
How much notice must you give to leave?	
Reasons for leaving	
Do you have any objections to our making inquiries of your present employer? No ☐ Yes ☐	
12.2 PREVIOUS EMPLOYMENT	
COMPANY / ADDRESS	POSITION HELD
Dates from: _____ to: _____	Name and position of person to whom you reported
Number of people reporting directly to you, or for whom you are responsible	Yearly budget responsibility (if appropriate):
Describe duties and scope of responsibilities:	
Reasons for leaving	
Do you have any objections to our making inquiries of your previous employer? No ☐ Yes ☐	

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

12.3 PREVIOUS EMPLOYMENT

COMPANY / ADDRESS

POSITION HELD

Dates

from:

to:

Name and position of person to whom you reported

Number of people reporting directly to you, or for whom you are responsible

Yearly budget responsibility (if appropriate):

Describe duties and scope of responsibilities:

Reasons for leaving

Do you have any objections to our making inquiries of your previous employer?

No

☐ Yes ☐

IF YOU HAVE HELD MORE THAN THREE POSITIONS, PLEASE GIVE DETAILS ON A SEPARATE SHEET.

13. MILITARY SERVICE

Have you completed your military service

No ☐Yes ☐

If yes, from:

to:

Last military rank/Duties:

If not, give reasons.

14. Please indicate why you are applying for this post and outline how your knowledge, skills and experience meet the competences required for this role (as detailed in the vacancy notice). You should draw on your experience from your current or previous roles or from other relevant situations.

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

15. REFERENCES

Please give names and addresses of three Referees (who should not be related to you) who may be approached in connection with your application.

Name	Position	Address	May be contacted before interviews?
			No ☐ Yes ☐
			No ☐ Yes ☐
			No ☐ Yes ☐

16. HAVE YOU ANY RELATIVES OR ACQUAINTANCES WORKING IN OCCAR?

If so, please specify

17. HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?**18. DATA PROTECTION**

The information that you provide on this form and that obtained from other sources will be used to process your application for employment. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. All information received by OCCAR-EA will be treated as confidential and used for our internal purposes only. By signing the application form we will be assuming that you agree to the processing of sensitive personal data.

19. DECLARATION

I declare that the information given on all parts of this application form, and in any other forms of documentation which accompanies it, is, to the best of my knowledge, correct. I understand that giving false information will make my application unacceptable and, if I am appointed, lead to my dismissal.

Date:

Signature:

Please remember to attach copies of your passport & highest qualification certificates & a recent photograph.

Please return this form to:
Head of Human Resources Division
OCCAR – EA; Postfach 2107, 53011 Bonn, Germany

CURRICULUM VITAE

<u>NAME</u>	<u>INITIAL</u> //	<u>RANK AND DATE</u>	<u>DATE OF BIRTH</u>
<u>NATIONALITY</u>		<u>BRANCH OF SERVICE</u>	
<u>RECORD OF SERVICE</u>	<u>APPOINTMENT</u>	<u>DATES</u>	<u>DUTIES PERFORMED</u>
			.
			—
			—
			—
			—
			-
<u>COURSES</u>			<u>DATES</u>
<u>LANGUAGES</u>			<u>SLP (STANAG 6001)</u>

<u>AWARDS AND DECORATIONS</u>	
<u>CIVIL STATUS</u>	
<u>SECURITY CLEARANCE</u>	

Allegato “C”

FOTOGRAFIA

MOD. 1/A

SCHEDA BIOGRAFICA (fac-simile)

- Parte Prima -

1 <u>CODICE FISCALE</u>		2 <u>FORZA ARMATA</u>	
3 <u>COGNOME</u>	4 <u>NOME</u>	5 <u>GRADO E ARMA</u>	6 <u>CATEGORIA E RUOLO</u>
7 <u>DATA DI NASCITA</u>	8 <u>LUOGO DI NASCITA</u>	9 <u>SESSO</u>	10 <u>STATO DI FAMIGLIA</u> (1)

11 <u>SCUOLA DI FORMAZIONE</u> (2)		12 <u>ANZIANITA'</u>	
		A DI GRADO	B DI SERVIZIO
13 <u>INCARICO ATTUALE</u>	14 <u>DATA DI ASSUNZIONE</u>	15 <u>INCARICO PRECEDENTE</u>	16 <u>DATA DI ASSUNZIONE</u>
17 <u>ALTRI PRINCIPALI INCARICHI</u> (3) (in ordine cronologico) a. in ambito Nazionale:		<u>GRADO</u>	<u>PERIODI</u>
b. in ambito interforze e/o Internazionale:			

(data) ** _ ** _ ****

18	<u>TITOLI DI STUDIO</u> (4)			
19	<u>CORSI SUPERIORI DI FORMAZIONE DI F.A. E/O INTERFORZE</u> (5)		<u>PERIODI ED ESITO</u>	
	<u>ALTRI CORSI</u> (6)		<u>PERIODI ED ESITO</u>	
20	<u>LINGUE ESTERE</u>		<u>GRADO DI CONOSCENZA E ANNO</u>	
a. ACCERTATE			a. SLP (STANAG 6001 - Livello e percentuale)	
b. ACCERTATE			b. Grado diverso o antecedente allo STANAG 6001	
c. NON ACCERTATE/DICHIARATE			Sufficiente	Buono Molto Buono
21	<u>ABILITAZIONE INFORMATICA</u>			
a. Programmatore (6):	Corso:			
b. Analista (6):	Corso:			
22	<u>CONOSCENZA INFORMATICA</u>			
a. PC:	b. Sistemi Operativi:			
c. Word Processor:	d. Software:			
e. Altro:				

23	<u>ONORIFICENZE E RICOMPENSE</u>	
24	<u>PUBBLICAZIONI</u> (6)	
25	<u>POSIZIONE IN GRADUATORIA</u> (7) ** SU **	26 <u>ESITO DELLE VALUTAZIONI AL GRADO</u> <u>SUPERIORE</u>
27	<u>QUALIFICHE RIPORTATE NELLA VALUTAZIONE CARATTERISTICA RELATIVA AI PRINCIPALI INCARICHI INDICATI E COMUNQUE DEGLI ULTIMI 10 ANNI</u>	
28	<u>PRECEDENTI DISCIPLINARI DEGLI ULTIMI 5 ANNI</u>	
	a. Provvedimenti di corpo: _____ durata _____ anno _____ b. Provvedimenti di stato: _____ durata _____ anno _____ c. Negativo: _____	
29	<u>PRECEDENTI PENALI</u>	
30	<u>NULLA OSTA DI SEGRETEZZA</u> (8)	31 <u>DATA DI SCADENZA</u>
	SI Barrare la casella di inter NO	
30	<u>ASSICURA LA PERMANENZA NELL'INCARICO?</u> (9)	
	SI Barrare la casella di interesse NO	

INFORMAZIONI AGGIUNTIVE (10)

Ai sensi della Legge 675 / 96 i dati personali contenuti in questo modulo saranno trattati esclusivamente per lo svolgimento dei compiti di ufficio e non saranno comunicati o diffusi a soggetti non appartenenti all'Amministrazione Difesa.

Firma di convalida (11)

Note:

- (1) Se coniugato con prole, indicare il numero dei figli.
- (2) Indicare il Corso Normale d'Accademia (Militare, Navale o Aeronautica) o l'Istituto/Corso di Formazione (es: Scuola di Applicazione - Corso per Ufficiali del Corpo Tecnico; Accademia Navale - Corsi Ruoli Speciali/Nomina Diretta; Scuola di Applicazione A.M. - Corso Allievi Ufficiali di Complemento; Scuola Allievi Sottufficiali; ecc.).
- (3) Per gli incarichi di comando, menzionare i periodi svolti a partire dal C.do di Btg od equivalente a seconda della F.A. di appartenenza.
- (4) Per i provenienti dai Corsi Normali dell'Accademia, oltre all'eventuale Diploma di Laurea conseguito al termine del Corso, indicare anche il Diploma di Scuola Media Superiore di ingresso.
- (5) Es: Scuola di Guerra (S.G.); Istituto di Guerra Marittima (I.G.M.); Scuola di Guerra Aerea (S.G.A.); Istituto Superiore Stati Maggiori Interforze (I.S.S.M.I.); Istituto Alti Studi per la Difesa (I.A.S.D.); ecc.
- (6) Menzionare solo quelli riportati a matricola.
- (7) Per gli Ufficiali del Ruolo Normale, l'attuale posizione nella graduatoria del corso di appartenenza; per il Ruolo Speciale, la posizione indicata negli annuari di FA a parità di anzianità di spallina.
- (8) Specificare se l'interessato possiede il livello di NOS previsto per l'incarico barrando la casella **SI** o **NO** e indicando solo la data di scadenza. Qualora diverso da quello previsto, specificare la data di inoltro della richiesta di elevazione/rinnovo.
- (9) Se non diversamente specificato, 3 anni per gli Ufficiali, 5 anni per i Sottufficiali. In caso contrario specificarne le motivazioni nel campo "Informazioni Aggiuntive".
- (10) Evidenziare tutti gli elementi che concorrono a rendere idoneo il candidato per la posizione cui viene proposto e fornire una previsione sugli impegni che la F.A. ha previsto nel breve/medio termine (es. periodi di impiego fuori area e/o corsi attinenti l'iter formativo quali ISSMI ed altri specifici di F.A.).
- (11) Capo Ufficio dell'Organo di impiego o suo delegato.

Grado COGNOME Nome

(data) ** - ** - ****