



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. 84784

Del 01/12/2009

PARTENZA

A

INDIRIZZI IN ALLEGATO

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

IL Segretariato Generale della Difesa e Direzione Nazionale degli Armamenti ha reso noto che sono disponibili i posti a status internazionale presso l'OCCAR di cui alla tabella sottoindicata.

Il personale interessato potrà presentare la propria candidatura mediante la compilazione degli appositi moduli (application forms in duplice copia in inglese) corredati dalla copia del bando di concorso e dei documenti di volta in volta richiesti nel bando stesso (esempio: curriculum vitae, scheda biografica in italiano in originale), che possono essere scaricati direttamente dal sito di questa Direzione Generale: **[http:// www.persociv.difesa.it](http://www.persociv.difesa.it)**. **(nella sezione circolari ed altra documentazione).**

Le candidature, corredate dalla relativa documentazione e anche su supporto informatico (formato PDF) dovranno pervenire a questa Direzione Generale - 3° Reparto - 8^ Divisione - 1^ Sezione- improrogabilmente entro la data indicata nella citata tabella.

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. B010	Bonn (Germania)	" Personnel Management Assistant 2"	Grado B4 (equiv.p.e.A2-F2)	inglese	25/01/2010

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

f.to



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	B010 – Personnel Management Assistant 2
Grade	B4
Division	Human Resources
Section	Personnel Management
Management of Staff	0
Location	Bonn, Germany
Start Date	01 July 2010
Interview Date	02 March 2010

1. Background

The Human Resource Division is responsible for the implementation of the Human Resource Management Process. The purpose of the Division is to ensure that the necessary human resources are provided and managed in a cost-effective manner, in order to enable OCCAR-EA to meet its strategic objectives. The Division also has the responsibility to contribute to the promotion of morale and efficiency throughout the Organisation by providing an efficient and responsive personnel service. The Personnel Management Section is responsible for all administrative tasks related to the recruitment, integration and ongoing personnel administration requirements of the staff members.

2. Duties

The incumbent will report to the Personnel Management Section Leader (PMSL) and assist him/her in all areas of personnel management (particularly recruitment, leave management and local administration).

In particular, he / she will:

Vacancy notice B010 – Personnel Management Assistant 2

November 2009

Points of contact

1 - Iain Plunkett – HRD
2 – Björn Rönnau – HRD

Tel: +49 228 5502 181, E-mail: ian.plunkett@occar.int
Tel: +49 228 5502 182, E-mail: bjoern.roennau@occar.int



- Maintain personnel records.
- Assist the PMSL in all administrative issues related to the recruitment process including:
 - * Preparation or update of Vacancy Notices
 - * Issue of Vacancy Notices for the advertisement of posts, collection of applications, issue of invitations for interview of candidates, arrangement for interviews, drafting of interview reports.
- Assist the PMSL in all administrative issues related to the appointment of selected personnel including:
 - * pre-appointment arrangements
 - * in processing arrangements
- Maintain leave / days off records of staff members (entitlement, authorisations, follow-up).
- Act as focal point for Home Leave authorisation, providing advice and scrutiny of Home Leave requests. Input commitment of funds as necessary.
- Carry out secretarial functions for personnel management issues such as:
 - * drafting and, once approved, issue of correspondence.
 - * contributing to the drafting of papers like job descriptions, organisational charts, staff reports, presentations, etc.
- Act as focal point for the OCCAR medical advisor and book initial medical examinations as necessary.
- Arrange payment of medical invoices for all OCCAR sites.
- Provide back up for post B009 (Personnel Management Assistant 1) where necessary.

3. Knowledge and Experience

- Good knowledge of the administration of personnel.
- Good knowledge of national/international personnel regulations/policy.
- Previous experience in other international organisations is desirable.
- Proven capability to draft papers, letters and documents sometimes to tight deadlines.

4. Competences / Skills

- Good team-working skills with ability to establish good 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 within OCCAR as well as with Nations.
- The ability to work in a changing, developing and demanding environment.
- The ability to work independently based on objectives set by the Personnel Management Section Leader.
- The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software. Knowledge of Navision would be an advantage.
- Fluency, orally and written in the English language.
- Adequate knowledge of other OCCAR languages.

5. Security Clearance

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

- 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

ASSOCIATIONS				
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>	

FOTOGRAFIA

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)

[illegible]

(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 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>
	<input style="border: 1px solid black; padding: 2px 10px;" type="checkbox"/> SI Barrare la casella di inter <input style="border: 1px solid black; padding: 2px 10px;" type="checkbox"/> NO	
30	<u>ASSICURA LA PERMANENZA NELL'INCARICO?</u> (9)	
	<input style="border: 1px solid black; padding: 2px 10px;" type="checkbox"/> SI Barrare la casella di interesse <input style="border: 1px solid black; padding: 2px 10px;" type="checkbox"/> 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) ** - ** - ****