



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

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M_DGCIV

Prot. Nr. 88039

Del 14/12/2009

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 è disponibile il posto a status internazionale presso la Divisione di Programma FSAF 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. A632	Parigi (Francia)	" Technical Section Leader "	GradoA5(Dirigente)	inglese	05/01/2010

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

f.to



MINISTERO DELLA DIFESA

SEGRETARIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI
III REPARTO - POLITICA DEGLI ARMAMENTI
3° Ufficio – OCCAR

MINISTERO DELLA DIFESA
SEGREDIFESA
M_D GSGDNA 0053946 10-12-2009



Allegati: 01

**OGGETTO: Richiesta di personale da candidare presso la Divisione di
Programma FSAF di Parigi – Posto A632 “Technical Section
Leader” Grado A5.**

A VEDASI ELENCO INDIRIZZI IN ALLEGATO 1

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1. Si invia, per il seguito di competenza, la “Job Description” relativa al bando di concorso per il posto in oggetto, fatta pervenire dall’Ufficio Centrale dell’OCCAR.
2. Si evidenzia 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. Il predetto Organismo ha specificato che il colloquio per la selezione dei candidati avverrà nella settimana 08 febbraio 2010.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il **21 gennaio 2010.**

d’ordine
IL CAPO DEL III REPARTO
(Gen. D. Claudio TOZZI)

A: STATO MAGGIORE DELLA DIFESA
I Reparto SEDE

DIREZIONE GENERALE DEL PERSONALE CIVILE ROMA
XIII Divisione (Att.ne della D.ssa MASSARUTI)

e, per conoscenza:

STATO MAGGIORE DELL'ESERCITO
D.I.P.E. SEDE

MARINA MILITARE
Ufficio Generale del Personale ROMA

Diramazione interna:

I REPARTO
IV REPARTO



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice

Post	A632 – Technical Section Leader
Grade	A5
Division	FSAF Programme Division
Section	Technical Section
Management of Staff	11
Location	Paris area, France
Start Date	15th March 2010
Interview Date	Week Commencing 8th February 2010

1. 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.

In addition, the FSAF PD is in charge of the order of ammunitions for the Principal Anti-Air Missile Systems (PAAMS) and for the "Frégate Européenne Multi-Missions" (FREMM) programmes.

2. Duties

The post holder will:

- Co-ordinate and monitor "through the contract" the relevant internal and external activities, in liaison with all other Programme Division sections.
- Ensure that a consistent approach is being used among the different panel specialists involved in managing the programme for optimum performance output.
- Establish and maintain the technical compliance matrix for the programme.
- Co-ordinate and monitor the collect of evidences of the technical compliance of the equipment developed and produced with the technical specification as defined in the contract.
- Co-ordinate and monitor the acceptance for each contractual delivery in liaison with other sections.

Points of contact

- 1 Roberto Cusello (FSAF Programme Division)
- 2 Björn Rönnau (Human Resources Division)

+ 33 (0)1 5724 8876
+ 49 228 5502 182

E-mail
roberto.cusello@occar.int
bjoern.roennau@occar.int



- Co-ordinate and monitor the provision to and the correct use by industry of Government Furnished Equipment (GFE) and Government Furnished Facilities (GFF) and Services (GFS) as defined in the contract.
- Validate all contractual and financial activities related to technical development and production within the programme.
- Lead on the preparation and negotiation of new contracts (or amendments) for technical and financial aspects.
- Manage the up-date of technical and operational requirements in liaison with the participating nations.
- Manage technical coherence between FSAF and PAAMS development activities within overall FSAF Programme Manager responsibility.
- Act as Deputy Programme Manager and substitute for the Programme Manager during his/her absence.
- If necessary, take temporary additional task as required by the Programme Manager.

3. Knowledge and Experience

Essential:

- Broad experience in multinational project management.
- In depth knowledge, at system level, of ground/surface to air defense systems.
- Broad experience in trials/testing and acceptance of technically complex deliverables, including acceptance of ground/surface to air weapon systems.
- Have significant professional knowledge in the use of "Armament equipments" and in the planning, coordinating, executing the reception, storage, maintenance, transportation, shipment and loading/unloading of such equipment. A preference would be, if he/she has consolidated this knowledge "in the field".
- In depth knowledge on contracting standard and processes (some experience with French Public law contracting is desirable)

Desirable:

- Knowledge in complex system simulation tools.
- Knowledge of quality and configuration management procedures.
- Experience in international co-operation activities.
- Knowledge of national and international standards for quality assurance.
- Experience of internal / external quality audits
- Knowledge of configuration control standard and processes
- Knowledge of risk management processes

4. 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.

5. Qualifications

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

6. Security Clearance

National 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 (Date:) ☐ 2. Separated (Date:) ☐ 3. Divorced (Date:) ☐ 4. Widow(er) ☐ 5. Single 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

9. Append a list of theses, patents, publications and other significant work you have done. Please do not send copies.

MS Windows		ACCESS	
WORD		MS PROJECT	
EXCEL		LOTUS NOTES	
POWERPOINT		NAVISION	

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 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) SI Barrare la casella di inter NO	31 <u>DATA DI SCADENZA</u>
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) ** - ** - ****