



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. 9128
Del 09/02/2009
PARTENZA

A INDIRIZZI IN ALLEGATO

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

Segredifesa ha reso noto che è disponibile il posto a status internazionale presso l'OCCAR.

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

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N.A006	Bonn (Germania)	"Business Planning Section Leader"	A4 (equiv.p.e.C3)	inglese	02/03/2009

La domanda dovrà pervenire a questa Direzione Generale - 3° Reparto - 8^ Divisione -1^ Sezione- improrogabilmente entro la data indicata nella tabella riepilogativa sopraindicata (**15gg. prima della scadenza del bando stesso**).

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to



OCCAR – EA

VACANCY NOTICE

Post: A006 - Business Planning Section Leader

Grade: A4

Division / Office: Business Development Strategy, Planning & Reporting Office

Section: Business Planning

Management of staff: 1

Location

Bonn, Germany

Starting date: 1st May 2009

Provisional Interview Date: Week commencing 30th March 2009

Background

The Business Development Strategy, Planning & Reporting Office (BDS PRO) supports the Director in the formulation of a corporate strategy, establishes the OCCAR-EA Business Plan, leads in OCCAR-EA business development, develops, maintains and implements a corporate performance management policy, leads in OCCAR-EA planning and reporting. The BDS PRO is headed by the OCCAR-EA Deputy Director.

Duties

The Business Planning Section Leader will report directly to the Deputy Director in his role as Head of Business Development Strategy, Planning & Reporting and will be responsible for:

- Initiating and coordinating the annual business planning cycle, more specifically:
 - Establishing the OCCAR-EA Annual Report;
 - Contributing to the annual Management Review in accordance with the ISO 9001 standard, in particular by analysis data relating to business performance in the past year and identifying opportunities for innovation or improvement for the following year;
 - Gathering and coordinating inputs from the Programme Managers and Heads of Division to prepare the draft OCCAR Business Plan, in cooperation with the Central Office Divisions involved in the resources planning cycle;
 - Staffing the draft Business Plan internally and externally and, once the Plan has been approved by the Board of Supervisors, ensuring the production and dissemination of the Business Plan brochure;

Vacancy notice A006

February 2009

Points of contact:

- Georges Peene – Deputy Director Tel: +49 (0)228 5502 102 E-Mail: georges.peene@occar.int
- Iain Plunkett – Human Resources Division Tel: +49 (0)228 5502 182 E-Mail: iain.plunkett@occar.int

- Supporting the Programme and Central Office Divisions in preparing their Management Plans and ensuring that the objectives, targets and actions in these Plans are aligned with the Business Plan.
- Managing the OCCAR-EA Performance Management System, more specifically:
 - Supporting the Deputy Director in identifying and/or validating the OCCAR-EA mission and vision, strategic aims, Key Performance Indicators, Process Quality Indicators and related targets;
 - Being the administrator/power user of the OCCAR-EA Performance Management software tool;
 - Coaching the Planning and Reporting Officers of the Divisions in the use of the software tool and more generally in the application of best practice in the field of Business Planning and Reporting;
 - Liaising with the IT Section and the software provider in customising the application solving problems, installing upgrades, coordinating training and ensuring that the application remains fully documented;
 - Ensuring that the software tool is used in accordance with the OCCAR-EA procedures pertaining to reporting, in particular ensuring that the source data are uploaded on a monthly basis, verifying coherency and quality of source data and outputs;
 - Striving continuously to improve the OCCAR-EA Performance Management System and the functionalities of the software (dashboards, scorecards, analytical functions, etc) in order to meet the needs of the OCCAR customers and users.
- Leading corporate reporting and contributing to Programme reporting, more specifically:
 - Preparing the Director's Progress and Annual Reports to the Board of Supervisors (BoS) and the Future Tasks and Policy Committee (FTPC);
 - Providing comments on the Programme Progress Reports to the Programme Boards (PBs) and Programme Committees with a view to ensuring coherency and reliability of reporting data and information and improve related decision making;
 - Ensuring that the Performance Management software is updated prior to the Board of Management (BoM) meetings and verifying the coherency of the Reports established by the Programme Managers and Heads of Division on these occasions;
 - Preparing and coordinating the meetings of and providing the secretariat for the BoS, PBs, FTPC and BoM (identifying key issues and required decisions, ensuring timely dissemination of documents, establishing the agenda and decision sheet, monitoring timely closure of actions).
- Contributing to maintaining the OCCAR-EA Quality Management System, more specifically:

Vacancy notice A006

February 2009

Points of contact:

- Georges Peene – Deputy Director	Tel: +49 (0)228 5502 102	E-Mail: georges.peene@occar.int
- Iain Plunkett – Human Resources Division	Tel: +49 (0)228 5502 182	E-Mail: iain.plunkett@occar.int

- Ensuring that OCCAR Management Procedures and Internal Procedures relating to business planning and reporting are kept up to date;
- Facilitating the customer satisfaction workshops between OCCAR-EA and the corporate and Programme Committees;
- Preparing the annual Staff Survey and analysing its results;
- Identifying and managing risks (threats and opportunities) in the business planning and reporting domain.
- Contributing to internal communication, more specifically:
 - Planning and preparing staff meetings and supporting other meetings and working groups pertaining to internal communication;
 - Producing the OCCAR-EA Core Brief and contributing to other communication channels and tools.
- Providing reports on his/her activities to the Head of Office.
- Supporting the Director and the Head of Office on wider issues as the need arises.

Experience/Knowledge

- Detailed knowledge of strategic and performance management, in particular the Balanced Scorecard methodology and of programme/project risk management;
- Experience in the development of concepts, policies and strategies, as well as action plans;
- Experience in developing business plans and in establishing and monitoring targets;
- Experience in business reporting to high-level audiences;
- Knowledge of Relational Database Management Systems, Performance Management and Business Intelligence software would be an asset. Should the postholder not possess such knowledge, then he/she will be expected to attend training courses on these subjects;
- Experience of defence procurement programmes and related forward planning and forecasting;
- A keen awareness of the European Defence environment.

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 and be able to synthesise issues for discussion and resolution with high-level audiences.
- 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 good working knowledge of MS Office software, particularly Excel & Project.
- Fluency, orally and written, in the English language.
- Adequate knowledge of other OCCAR languages is highly desirable.

Qualifications

A university degree or equivalent relating to the prescribed tasks is highly desirable.

Security Clearance

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

- STAFF IN CONFIDENCE WHEN COMPLETED -



Organisation for Joint
Armaments cooperation

Organisation Conjoint de Coopération
en matière d'Armement

OCCAR RECRUITMENT FORM

To: Head of Human Resources Division
OCCAR – EA, Postfach 1328, 53003 Bonn, Germany

PLEASE TYPE OR PRINT CLEARLY IN INK

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: County: 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):

Telephone / -fax:

Home:

Office:

Home address (if different from above):

Can we call you at your office?

No

Yes

How long have you lived in your present country of residence?

E-mail:

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)
3. 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				

Other 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

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

8. EDUCATION

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

Please provide a copy of your highest certificate or diploma

OTHER PROFESSIONAL QUALIFICATIONS, MEMBERSHIP OF BUSINESS OR PROFESSIONAL ASSOCIATIONS

Qualification received	Awarded by	Subject	Length of study	Date

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

10. KNOWLEDGE OF COMPUTER EQUIPMENT

Software, hardware, word processing systems (Indicate which)

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

If so, what are your duties and grade?

Do you have the right of return to your present post? No Yes

Do you have a security clearance? No Yes

If so, what level?

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

12.1 PRESENT EMPLOYMENT			
COMPANY / ADDRESS		PRESENT POSITION	
Dates from: _____ to: _____	Name and position of person to whom you report		Annual salary (gross) Annual salary (net) after tax and social security contributions Other benefits in kind
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 <input type="checkbox"/> Yes <input type="checkbox"/>
12.2 PREVIOUS EMPLOYMENT			
COMPANY / ADDRESS		POSITION HELD	
Dates from: _____ to: _____	Name and position of person to whom you reported		Annual salary (gross) Annual salary (net) after tax and social security contributions Other benefits in kind
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 <input type="checkbox"/> Yes <input type="checkbox"/>

- 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	Annual salary (gross) Annual salary (net) after tax and social security contributions Other benefits in kind
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 <input type="checkbox"/>	Yes <input type="checkbox"/>
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 <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, from:	to:	Last military rank/Duties:	
If not, give reasons.			
14. Please describe below your experience in the field of your specialisation. If you are applying for a particular post, kindly mention any experience which relates specifically to the requirements of the post as well as to the conditions laid down for the eligibility, as stipulated in the vacancy notice			

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

15. REFERENCES

Not relatives

Name	Position	Address	May be contacted before interviews?
			No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>

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

If so, please specify

17. HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

18. I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. ALL INFORMATION WILL BE TREATED CONFIDENTIALLY FOR OCCAR INTERNAL USE ONLY

Date:

Signature:

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

(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>	
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

ONORIFICENZE E RICOMPENSE

24

PUBBLICAZIONI (6)25 **POSIZIONE IN GRADUATORIA** (7)** SU ****26 ESITO DELLE VALUTAZIONI AL GRADO SUPERIORE**

27

QUALIFICHE RIPORTATE NELLA VALUTAZIONE CARATTERISTICA RELATIVA AI PRINCIPALI INCARICHI INDICATI E COMUNQUE DEGLI ULTIMI 10 ANNI

28

PRECEDENTI DISCIPLINARI DEGLI ULTIMI 5 ANNI

- a. Provvedimenti di corpo: _____ durata _____ anno _____
 b. Provvedimenti di stato: _____ durata _____ anno _____
 c. Negativo: _____

29

PRECEDENTI PENALI

30

NULLA OSTA DI SEGRETEZZA (8) SI

Barrare la casella di intere

 NO

31

DATA DI SCADENZA

30

ASSICURA LA PERMANENZA NELL'INCARICO? (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) ** - ** - ***

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>	