



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.49001

Del 16/07/2009

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 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 (curriculum vitae, scheda biografica in italiano in originale e con firma autografa), 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 con relativa firma autografa) 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. A014	Bonn (Germania)	" Commercial & Legal Officer 1 "	Grado-A4 (equiv.p.e.C3)	inglese	21/08/2009

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

f.to



OCCAR – EA

VACANCY NOTICE

<u>Post:</u>	A014 – Commercial & Legal Officer 1
<u>Grade:</u>	A4
<u>Division:</u>	Programme Management Support
<u>Section:</u>	Programme Management Policy
<u>Management of staff :</u>	0
<u>Location:</u>	Bonn, Germany
<u>Starting date:</u>	1st March 2010
<u>Provisional interview date:</u>	Week Commencing 5th October 2009

Background:

The Programme Management Policy Section (PMPS) is responsible for providing the expertise needed in the preparation and drafting of the definition of the OCCAR policy in respect of programmes, contracts and quality management and the negotiation of agreements with the Member and Programme Participating States and other International Organisations (Integration Decision, Programme Decision and International Agreements/Arrangements). The PMPS is also responsible within the commercial/contractual domain for the management of small projects and TDPs (Technology Demonstrator Projects), for which a specific Programme Division (PD) is not set up.

Duties:

The Commercial & Legal Officer 1 will report to the Programme Management Policy Section Leader and will be responsible for the support in contracts policy definition, preparation of contracts, preparation of BoS Integration and Programme Decisions documents and the support of Programme Divisions for commercial and legal programme issues. He will support CSD on request in the tendering process for administrative contracts with a value in principle exceeding 500.000 € .

In particular he / she will:

- Support the identification of OCCAR-EA Contracts Procedures and Tools, needed "internally" by OCCAR-EA to be successful in the pursuit of its business goals and objectives.
- Provide support to the definition of the OCCAR-EA policy for Contracts.
- Provide advice to the Section Leader for the scrutiny of major contracts.

Vacancy notice A014 – Commercial & Legal Officer 1

July 2009

Points of contact :

- Michele Cosentino – Head of PMSD	Tel: +49 228 5502 171, E-mail: michele.cosentino@occar-ea.org
- Iain Plunkett – Human Resources Division	Tel: +49 228 5502 182, E-mail: iain.plunkett@occar-ea.org

- Support the Programme Divisions during contract finalisation, negotiation and execution.
- Monitor the contract process followed by Divisions in relation with OCCAR rules.
- Support audit functions for contractual aspects.
- Aid identification of any "external" means (enabling contract etc) which is needed for "current" business or will be needed for future business.
- Prepare/draft regulations, procedures, documents, etc. which are directly dealt with by the Section.
- Prepare and negotiate contracts for small projects and TDPs for which a specific Programme Division is not set up.
- Prepare/support the drafting and approval process of BoS Integration and Programme Decisions.
- Support the Member States in their activities of drafting/negotiating MoUs.
- Interact and liaise within the Section, for all aspects of contracts and procedures policy, with the view to present to the Section Leader coordinated results.

Experience:

- An extensive knowledge of contracts drafting, negotiation and management, particularly in the field of defence procurement in the OCCAR Nations.
- Previous experience in international programmes contract management.
- Experience or in depth knowledge in drafting international agreements/arrangements.
- Awareness of other defence related structures and organisations.

Competences/Skills

- A broad knowledge of administrative and legal aspects related to contracts in an international context. Knowledge of German legislation and contractual proceedings is highly desirable.
- The ability to use Computer and Information and Communication Technology (ICT) facilities, with good working knowledge of MS Office software.
- 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.
- Excellent interpersonal skills with the ability to interact and communicate at all levels.
- The ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity.

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- The ability to work in a changing, developing and demanding environment.
- Good team-working skills.
- Fluency, orally and written, in the English language.
- Adequate knowledge of other OCCAR languages is highly desirable (Preferably German).

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.

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- Iain Plunkett – Human Resources Division Tel: +49 228 5502 182, E-mail: iain.plunkett@occar-ea.org



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 0022870 06-07-2009



PoC: 1° Mar. Lgt. A.M. Augusto PASSA
1° Mar. Lgt. E.I. Angelo PUZIO
1° Mar. E.I. Massimo ESPOSITO

✉ :r3u3s0@sgd.difesa.it ☎ 0039-06-4735 3680

Allegati: 2

OGGETTO: Richiesta di personale da candidare presso l'Ufficio Centrale dell'OCCAR – Posizione A014 “Commercial & Legal Officer 1” Grado A4.

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 05 - 09 ottobre 2009 a Bonn.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 07 settembre 2009

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

A: STATO MAGGIORE DELLA DIFESA
1° Reparto SEDE
DIREZIONE GENERALE DEL PERSONALE CIVILE ROMA

e, per conoscenza:

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

MARINA MILITARE
Ufficio Generale del Personale ROMA

DIREZIONE GENERALE PER L'IMPIEGO
PERSONALE MILITARE DELL'AERONAUTICA ROMA

- 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

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 ANZIANITA'	
		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) <i>a. in ambito Nazionale:</i>		<u>GRADO</u>	<u>PERIODI</u>
<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>	
	<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) ** - ** - ****

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>	