



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.52111

Del 28/07/2009

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), 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. B011	Bonn (Germania)	" Emoluments Assistant"	Grado-B5 (equiv.p.e.B3)	inglese	11/09/2009

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 0025751 22-07-2009



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: 01

**OGGETTO: Richiesta di personale da candidare presso l'Ufficio Centrale
dell'OCCAR – Posizione B011 “Emoluments Assistant (B5)”**

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 che ha inizio dal 14 ottobre 2009 a Bonn.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il **28 settembre 2009**

d'ordine

IL CAPO DEL III REPARTO

(Gen. D. Claudio TOZZI)

IL VICE CAPO DEL III REPARTO

(Gen. B.A. Gianpiero MINISCALCO)

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

Diramazione interna:

I REPARTO



OCCAR – EA
VACANCY NOTICE

Post: B011 – Emoluments Assistant
Grade: B5
Division: Human Resources
Section: Emoluments
Management of staff: 0
Location Bonn, GE
Starting date: 1st April 2010
Provisional Interview Date: 14th October 2009

Background:

The Human Resource Division is responsible for the implementation of the Human Resource Management Process. This means that 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 has also the responsibility to contribute to the promotion of morale and efficiency throughout the Organisation by providing an efficient and responsive personnel service. The Emoluments Section is responsible for the correct payment of emoluments and other economic entitlements for the staff members of the Organisation as well as the management of the social security and Provident Fund schemes.

Duties:

The post holder will report to the Emoluments Section Leader.

His/her tasks encompass but are not limited to:

- **Payroll system:**
 - Assist in monthly calculation and posting of the payroll and liaison with the Finance Division.
 - Pursuing regular checks on existing running payments.
- **Economic entitlements outside payroll system (e.g. installation allowance, removals)**
 - Processing and updating personal entitlements in accordance with delivery of new evidence.
 - Liaison with removal companies and authorisation of removal contracts.
 - Provide advice/assistance to personnel on any matters related to economic entitlements.
- **Education Allowance**
 - Processing and updating personal entitlements in accordance with delivery of new evidence.
 - Provide advice/assistance to personnel on any questions related to education allowances.

- **Budget**

Vacancy notice B011

July 2009

Points of contact:

- Iain Plunkett – Head of Human Resources Division	Tel: +49 (0)228 5502 181	E-Mail: iain.plunkett@occar.int
- Enrique Varona – Emoluments Section Leader	Tel: +49 (0)228 5502 186	E-Mail: enrique.varona@occar.int

- Identification and updating of the parameters for the calculation of economic entitlements to be provided to the Finance Division for planning, payments and accounting.
- Assist in preparation of budget estimates for coming years and of the in-year expenditure through Forecast of Outturn exercises.
- **Health Scheme / OCCAR's Medical Insurer**
 - Providing the Medical Insurer with monthly enrolment reports where necessary
 - Liaising between OCCAR's Medical Adviser and the Medical Insurer.
 - Provide advice/assistance to personnel on any matters related to the health insurance and social security system.
- **Provident Fund / OCCAR's Fund Administrator**
 - Provide advice/assistance to personnel on any matters related to Provident Fund, in particular related to accumulated interests, withdrawals, personal special contributions and termination.
 - Liaising with the Fund Administrator on any matters related to the fund administration (loans, policy surrenders etc.)
- **Administration**
 - Maintenance of personnel records as far as Emoluments Section is concerned.
 - Assist in providing newcomers with emoluments related induction briefings.

Experience:

- Broad experience in the field of emoluments and direct recent payroll experience.
- Awareness of the Co-ordinated Organisations' rules and regulations.
- Experience with commitment and invoicing financial software tools.
- Experience in the management of social security (medical, invalidity and life insurance) contracts is an advantage.
- Experience in the field of budget preparation and execution.
- A keen awareness of the European defence environment.
- Knowledge of financial management in an international context.
- Previous assignment(s) within a defence related international organisation would be an advantage.

Competences/Skills:

- Ability to work accurately with financial data and supporting information, good understanding of working with spreadsheet and word-processing packages¹.
- Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

• ¹ Candidates should be prepared to demonstrate this by means of a practical test.

- 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 Emoluments 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.
- Knowledge of other OCCAR languages is desirable.

Security Clearance

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

Vacancy notice B011

July 2009

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- Enrique Varona – Emoluments Section Leader	Tel: +49 (0)228 5502 186	E-Mail: enrique.varona@occar.int

- 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 ☐

- 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. EXPERIENCE IN USING INFORMATION TECHNOLOGY**

Please indicate level of competency e.g Poor, Good or Advanced.

MS Windows		ACCESS	
WORD		MS PROJECT	
EXCEL		LOTUS NOTES	
POWERPOINT		NAVISION	

Other software used:.....

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 employer? 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	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

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) ** - ** - ****

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>	
						.	
						—	
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						—	
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						-	
<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>	