



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.61958
Del 05/08/2010
PARTENZA

A INDIRIZZI IN ALLEGATO

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

seg.f.n. 70419 del 14/10/2009

Lo Stato Maggiore della Difesa ha reso noto che è disponibile il posto a status internazionale presso la NATO di cui alla tabella sottoindicata.

I dipendenti civili dell'A.D., interessati all'iniziativa, dovranno inviare entro il termine sottoindicato la propria candidatura, corredata dalla documentazione richiesta dal bando, all'Organismo Internazionale che ha promosso l'iniziativa, trasmettendo nel contempo altro originale di detta documentazione - unitamente alla prova dell'avvenuta ricezione della stessa da parte dell' Ente/Organismo che ha bandito il concorso - al 3° Reparto – 8^ Divisione – 1^ Sezione di questa Direzione Generale.

Si fa presente, che il bando e la relativa modulistica 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).**

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N.OSC LPP 0060	Shape (Belgio)	“SO (Logistics Plans-Host Nation Support) ”	Grado A2 (equiv.p.e.A3-F1)	inglese	16/08/2010

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

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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			—
			—
			—
			—
			-
<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>	

Civilian Personnel Office use only		ATTACH RECENT IDENTITY PHOTOGRAPH (passport size)
No.	Received on.	
Status:		
Application for Civilian Employment		
Application form to be submitted in quadruplicate (together with four copies of certificates covering the highest level of education) to SUPREME HEADQUARTERS ALLIED POWERS EUROPE (SHAPE) Attn. Recruitment Officer (J1/HCX) B-7010 SHAPE Belgium		
1. Reference of the vacancy for which you are applying or the type of employment for which you are especially qualified:		
2.a. Surname:	2.b. First name(s):	2.c. Maiden name (if applicable):
3.a. Permanent address:	3.b. Mailing address (if different from 3.a.)	4. Telephone: Home: Work: Fax:
5.a. Country and place of birth:	5.b. Date of birth:	6.a. Citizenship at birth:
5.c. Sex: ☐ Male ☐ Female	5.d. Status:	6.b. Citizenship now (if different from 6.a., explain).
	☐ Married ☐ Single ☐ Other (explain)	
7. Please give the following information about spouse and children:		
Name	Date of birth	Relationship

8.a. Secondary Education									
Name, Place and Country	Years and Months of attendance		Type of School	Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects					
	From	To							
8.b. Further Education									
Name, Place and Country	Years and Months of attendance		Type of School	Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects					
	From	To							
9.a. List professional societies to which you belong:									
9.b. List, but do not attach, any significant publications you have written:									
10. Languages: describe proficiency below, by ticking the appropriate box. Please start with your mother tongue.									
Language	Speaking			Reading			Writing		
	Very Good	Good	Fair	Very Good	Good	Fair	Very Good	Good	Fair
11. Shorthand and typing: indicate speed in words per minute.									
	English			French			Other		
Typing:									
Shorthand:									
12. Indicate your computer skills.									
Hardware:									
Application Software:									
Computer Languages:									

B). PREVIOUS EMPLOYMENT

Dates of employment

From

To

Net salary per annum

Starting

Final

Name and address of employer

Tel. No.

Type of business

Title of your position

Number of employees under your direct supervision

Name and position of your supervisor

Reason for leaving your employment

Summary of your work:

C). PREVIOUS EMPLOYMENT

Dates of employment

From

To

Net salary per annum

Starting

Final

Name and address of employer

Tel. No.

Type of business

Title of your position

Number of employees under your direct supervision

Name and position of your supervisor

Reason for leaving your employment

Summary of your work:

D). PREVIOUS EMPLOYMENT			
Dates of employment	From	To	
Net salary per annum	Starting	Final	
Name and address of employer			
Tel. No.		Type of business	
Title of your position		Number of employees under your direct supervision	
Name and position of your supervisor			
Reason for leaving your employment			
Summary of your work:			

16. List periods of residence away from home country, excluding holiday trips.		
Country	Reason	Dates (From - To)

17. Have you ever been convicted of an offence other than minor traffic violations?			
☐ No ☐ Yes, nature of offence(s)			
18. What is your present state of health? Indicate any physical disabilities or chronic illness(es).			
19.a. Would you object if we contact your present employer? ☐ Yes: ☐ No			
19.b. Would you object if we contact your previous employer(s)? ☐ Yes ☐ No			
20. References: List three persons not related to you by blood or marriage, who are familiar with your character and qualifications. Do not repeat supervisor(s) given in item 15.			
Name	Full address	Telephone	Profession/Relationship

21. State briefly any special qualification not covered earlier, any activities or other significant features which may help in support of your application.

22. Are you willing to accept a post requiring travel? ☐ Yes, frequently ☐ Yes, occasionally ☐ No

23. How long is the notice period you would require before you could start employment?

24. Are you related by blood or marriage to someone who works at the organisation to which you are applying?
If yes, please list name(s), and relationship(s). ☐ Yes ☐ No

Name _____

Relationship

25. Do you agree to the organisation considering this application for other suitable vacancies which may arise with a period of 12 months? ☐ Yes ☐ No

Did you use additional sheets to this application form? ☐ Yes ☐ No

"I am willing to undergo the prescribed medical examination prior to any appointment and have no objection to an investigation being conducted by the competent authorities of the state of which i am a member for the issue of a security clearance."

"I realise that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render my appointment liable to termination."

(Signature)

(Date)

Vacancy Number: A16/0710

Post Number: OSC LPP 0060

Job Title: SO (Logistics Plans-Host Nation Support)

NATO Grade: A-2

Basic Monthly Salary (12 x per year): 4.755,85 €, tax free

Closing Date: 31 August 2010

GENERAL BACKGROUND:

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Directorate: Logistics

POST CONTEXT

SHAPE is the Strategic Headquarters for Allied Command Operations.

The Deputy Chief of Staff (DCOS) for Support is responsible to COS for directing, monitoring and co-ordinating support staff functions in support of ACO.

The Director Logistics is responsible for Strategic Logistics, Military Engineering and Strategic Movements in support of operations and exercises.

The Logistic Ops and Plans Branch is responsible for the Strategic Logistic planning in support of NATO operations and exercises, and controlling the application of these planning. The Branch develops and implements policy, plans, capabilities, guidance and procedures related with Logistic Sustainability EOC in accordance with MC 400/2.

The Logistics Plans section is responsible for the Strategic Logistic Planning and concepts and capability development to enhanced NATO Logistic Sustainability EOC.

The incumbent is to coordinate the Host Nation Support (HNS) process and to supervise the HNS portion in the logistic planning in support of NATO Operations and Exercises.

REPORTS TO

Section Head (Logistics Plans), OSC LPP 0010.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Lead/Coordinate HNS MOUs and supervise, within ACO, subordinated HNS planning processes in all NATO Operations and Exercises, in close coordination with ACO Legal and Financial staffs.

2. Participate as HNS Subject Matter Expert (SME) in the strategic operations planning process.
3. Coordinate HNS issues with IS-IMS-NATIONS, advising on development of HNS policy.
4. Coordinate HNS issues within ACO, acting as the ACO HNS SME when and where required.
5. Organise two times a year the HNS conferences.
6. Co-OPR and lecture for the HNS Course (twice a year) at the NATO SCHOOL.
7. Manage the HNS webpage for NATO.
8. Advise Logistics Coordination Board (LCB), Doctrine Committee (DC), as HNS SME for development of HNS doctrine.
9. Coordinate the HNS Capability Catalogue for PfP Nations.

Supervisory duties: Dependent on requirements, may be required to direct and supervise the work priorities of an ad hoc or permanent team within the functional area.

ADDITIONAL DUTIES

- Chair two times a year a HNS conference (one for PfP-MD and other nations; one for NATO Command structure and NATO Nations) with participants coming from Legal-Finance-Logistics staff.
- NATO HNS observer to the National Territorial Commanders Conference.

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

The incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

- (a) Experience in logistics management, overall planning, organizing, and directing of Logistical HNS programs, services, and support activities carried out through all logistics functions.
- (b) General knowledge of transportation, organizations/ equipment and doctrine and who have been engaged in transportation related services.
- (c) Experience with the management of transportation personnel life cycle functions.
- (d) Expert knowledge of transportation and multi-functional Logistics support systems, personnel, equipment and operations.

2. Education/Training

A University Degree in transport, logistics or related discipline and 2 years post related experience, or a Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

3. Language

English SLP 3333 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

4. Standard Automatic Data Processing Knowledge

Word Processing	: Working Knowledge
Spreadsheet	: Working Knowledge

Graphics Presentation	: Working Knowledge
Database	: Basic Knowledge
eMail Clients/Web Browsers	: Working Knowledge
Web Content Management	: Basic Knowledge

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

- (a) Working experience within the NATO Command Structure (NCS) for a minimum of five years.
- (b) Negotiating experience on MOD/NATO command structure level.

2. Education/Training

Courses:

- (a) M-4-94 NATO Logistics Course (NU Rel PfP MD EU) - NATO School Oberammergau (DEU)
- (b) M-5-32 NATO Staff Officer Orientation Course (NU Rel PfP MD EU) - NATO School Oberammergau (DEU)
- (c) M-4-93 Host Nation Support Course (NU Rel PfP MD EU) - NATO School Oberammergau (DEU)

3. Language – N/A

C. CIVILIAN POSTS

1. Personal Attributes

The duties require clarity of thought, sound consistent judgement, good inter personal and communication skills and often a creative approach to bridge the challenge of the diverse application of varying standards on HNS, since it also may have possible financial, Legal and or inherent political implications.

2. Managerial Responsibilities

There are no first line reporting responsibilities.

3. Professional Contacts

Regular professional contacts at the high managerial level with national directors, HNS project managers and staff at NATO Agencies, the NATO International (Military) Staff, contacts with high managerial, Legal, Financial and operational and technical staff at National Ministries of Defence, Ministries of Finance, Chief of Defence or General Staff Headquarters as well as with LEGAD, POLAD, Operations and Intelligence, Strategy Policy, Force Readiness, and Finance and Acquisition staff at all levels of ACO Commands.

4. Contribution to the Objectives

As the SME HNS ensuring adequate HNS to operations, exercises and HNS arrangements to permanent NATO HQs.

Optimize knowledge on NATO HNS within Nations and NATO command structure by briefing, teaching and establishing a central HNS webpage. With the end result: enables the timely and effective planning, implementation and maintenance of HNS for NATO in wartime, crisis and peacetime posture.

5. Work Environment

The work is normally performed in a typical Office environment. Normal Working Conditions apply.

The risk of injury is categorised as: No Risk.

D. REMARKS – N/A

NOTES:

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.
- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.

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)

[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) **- ** - ****