



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8ª DIVISIONE 1ª SEZIONE

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M_DGCIV

Prot. nr. 54769

Del 08/07/2010

PARTENZA

A

INDIRIZZI IN ALLEGATO

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

seguito circ.n.28282 del 08/04/2010

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 dovrà presentare la propria candidatura inoltrando **solo ed esclusivamente** la seguente documentazione:

- application form in lingua inglese e in duplice originale;
- fotocopia del titolo di studio richiesto dalla relativa job description;
- fotocopia del documento di identità;
- lettera di accompagnamento in inglese nella quale si esplicitano i motivi per i quali si intende prestare servizio presso l'OCCAR, come prescritto dalle vigenti disposizioni impartite dal medesimo Ente in materia di selezione e reclutamento del personale (OCCAR Management Procedure – OMP9 del 01/07/2006).

Si richiama inoltre l'attenzione su quanto disposto dalla circolare a cui si fa seguito relativamente al requisito di sicurezza richiesto.

Le candidature, anche su cd – rom (formato pdf), dovranno pervenire a questa Direzione Generale - 3° Reparto - 8ª Divisione - 1ª Sezione - improrogabilmente entro la data indicata nella citata tabella.

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. A009	Bonn (Germania)	“ Procedures & Quality Officer2”	Grado A3 (equiv.p.e. A3-F3)	inglese	30/07/2010

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

f.to



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice

Post	A009 – Procedures & Quality Officer 2
Grade	A3
Division	Programme Management Support
Section	Programme Management Co-ordination
Management of Staff	0
Location	Bonn, Germany
Start Date	15 October 2010
Interview Date	Week commencing 30 th August 2010

1. Background

The Programme Management Support Division (PMSD) within OCCAR-EA is responsible for the implementation of those OCCAR-EA process model elements related to the support of OCCAR programmes and the management of programme-like activities. PMSD supports existing or nominated programmes including the preparation of programme integration decisions and Programme Decisions; contractual and commercial advice; programme management procedures; and the development and co-ordination of OCCAR activities in relation to programme related disciplines such as: Quality Management, Risk Management, TLM, Configuration, Standardisation etc.

PMSD supports also the Deputy Director as the Quality Management Representative when monitoring, maintaining and improving the OCCAR-EA Quality Management System (QMS) and to provide support to the Programme Divisions for quality matters.

2. Duties

The Procedures & Quality Officer 2 will directly report to the Programme Management Policy Section Leader and will be responsible for:

2.1 Quality Management System

- To support the continued maintenance and improvement of the OCCAR-EA Quality Management System including the revision of rules and regulations to achieve compliance with the ISO 9001 standard (version 2008);

Vacancy notice A009 – Procedures & Quality Officer 2

January 2010

Points of contact

1 – Martin Schnause – PMPSL
2 – Björn Rönnau – HRD

Tel: +49 228 5502 132, E-mail: martin.schnause@occar.int
Tel: +49 228 5502 182, E-mail: bjorn.roennau@occar.int



- Support the preparation, execution and follow-up activities associated with the annual Management Review;
- Support the preparation, execution and follow-up activities associated with the Quality Management System meetings;
- Propose reviews and updates, as necessary, to the Quality Management System;
- Support the preparation, execution and follow-up activities associated with the ISO 9001 re-certification audits;
- Provide support to the Programme Divisions and Central Office Divisions for the development of internal QMS procedures and documentation;
- To conduct internal audits across the organisation in order to validate the overall efficiency and effectiveness of the QMS, compliance with existing processes and procedures and to identify potential areas for improvement;
- Review and maintain the OCCAR Management Procedure 7 "Government Quality Assurance" in accordance with OCCAR rules and regulations;
- Contribute to the Government Quality Assurance Community of Practice.

2.2 Joint Military Airworthiness Group

- Provide the Joint Military Airworthiness Group (JMAG) with knowledge on OCCAR policy, processes and procedures;
- Act as a secretary of the JMAG and undertake all actions as requested by the Chairman;
- Act as an interface between JMAG and OCCAR-EA.

3. Knowledge and Experience

- Good experience in Quality Management, GQA and internal audit;
- Experience in programme management, particularly in the field of defence procurement in the OCCAR Member States;
- Previous experience in international working groups or organisations is highly desirable.

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 and be able to synthesise issues for discussion and resolution.
- 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. Knowledge of Visio is desirable.
- Fluency, orally and written, in the English language.

5. Qualifications

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

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 <input type="checkbox"/> Yes <input type="checkbox"/> (please provide certified copy of naturalisation decree for new nationality) (explain the reasons for changing) Do you have dual nationality No <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> E-mail: (Please complete) _____
4. MARITAL STATUS	
<input type="checkbox"/> 1. Married <input type="checkbox"/> 2. Separated <input type="checkbox"/> 3. Divorced <input type="checkbox"/> 4. Widow(er) <input type="checkbox"/> 5. Single (Date: _____) (Date: _____) (Date: _____) If married, does your spouse work? No <input type="checkbox"/> Yes <input type="checkbox"/> 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

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.

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

Other software used:.....

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 <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
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

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 <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. 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