



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M_DGCIV

Prot. Nr.37163

Del 06/05/2010

PARTENZA

A INDIRIZZI IN ALLEGATO

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

seg.f.n. 89152 del 17/12/2008

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 la propria candidatura, entro il termine sottoindicato, trasmettendo all'Organismo Internazionale competente la documentazione richiesta dal bando e contemporaneamente al 3° Reparto – 8^ Divisione – 1^ Sezione di questa Direzione Generale esclusivamente copia dell'application form.

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 SWP 0060	Shape (Belgio)	“Assistant Contract works (Construction)”	B5 (equiv.p.e.A2- F3)	inglese	21/05/2010

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

Vacancy Number: B05/0110

Post Number: OSC SWP 0060

Job Title: Assistant Contract Works (Construction)

NATO Grade: B-5

Basic Monthly Salary (12 x per year): 3.756,71 €, tax free

Closing Date: 07 June 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: HQ Support Group (DOM)

A. POST CONTEXT

SHAPE is the Strategic Headquarters for Allied Command Operations. DOM directs or coordinates selected aspects of the day-to-day operation of SHAPE. HQ Support Group SHAPE ensures the overall functioning and support of the HQ facilities and all related services (less CIS services) during peacetime, crisis and war to SHAPE. Public Works and Logistics is responsible for the overall direction, administration, planning, programming, supervision and coordination of engineering and maintenance functions for the installation. Supports transportation requirements of HQ personnel, official visitors and community and provides operations management and administration of transportation and maintenance of assigned vehicles for headquarters. Provides provisions for petroleum, oils, lubricants services for HQ. The Public Works & Logistics maintains the SHAPE infrastructure. Project Management is a section that performs construction, rehabilitation, alteration, and/or maintenance activities and facility support using contractual instruments. Provides work reception, energy management control and work management systems support, technical design and drawing capability and coordination of contract actions. Performs all budgeting activities for the Project Management Section. Provides construction related Facilities Management expertise in the planning, execution and final delivery of maintenance and minor new work projects on SHAPE.

B. REPORTS TO

Assistant Contract Works, OSC SWP 0040.

C. PRINCIPAL DUTIES

The incumbent undertakes the following principal duties:

1. Develops construction engineering technical designs, specifications and rough costings for roughly 30 to 40 projects annually with an annual value of 2 to 3 Million Euro.
2. Develops designs and specifications based on technical knowledge, standard accepted practices, and experience; conceptual design requirements often provided by client/customer and engineering/economic feasibility.

3. Co-ordinates, analyses and negotiates design proposals and costings with external contractors to ensure technical acceptability and fair prices.
4. Inspects construction works projects for progress, compliance, possible cost-saving modifications, partial payment certification, and provisional and final acceptance of construction works at project completion.
5. Ensures that all directives and policies concerning construction standard practices and safety requirements are being implemented.
6. Provides analysis and studies reports.
7. Co-ordinates with customers/clients for requirements and progression of projects.
8. Co-ordinates with other PW&L technicians or external contractors on project execution and integration.
9. Supervises and inspects progress of projects for compliance and acceptance.
10. Carries out the duties of project manager for construction biased multi-discipline projects.
11. Is the constant liaison with the customer/client during the execution phase of a project.

NATO committee responsibilities: NATO Tender Evaluation Board – Contributor.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

D. ADDITIONAL DUTIES

The incumbent of the post acts as the Public Works & Logistics Duty Engineer as directed.

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

Practical experience in the operation and maintenance of modern structures and associated installations, utilities and building management systems.

2. Education/Training

Higher Secondary education and completed higher vocational training in construction engineering field or related discipline leading to a formal technical or professional certification with 3 years post related experience, or a Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

3. Language

English SLP 3322 (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	: Working Knowledge
eMail Clients/Web Browsers	: Working Knowledge
Web Content Management	: Not Required

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

- (a) Familiarity with EU and/or Belgian engineering standards and construction practices.
- (b) Basic technical knowledge of facility-related civil construction works.
- (c) Experience working in or with international organisations.
- (d) Experience in working on projects requiring multi-discipline co-ordination.
- (e) Knowledge of infrastructure and engineering installations at SHAPE Headquarters.
- (f) A working knowledge of the Installation Engineering Management System (IEMS).

2. Education/Training

- (a) Trained user of a project management application.
- (b) University degree or graduate diploma in an engineering related discipline.
- (c) Chartered Engineer.
- (d) Member of a recognized professional institution or body.

3. Languages

English	SLP 3333	(Listening, Speaking, Reading and Writing)
French	SLP 2222	(Listening, Speaking, Reading and Writing)

C. CIVILIAN POSTS

1. Personal Attributes

The incumbent must be a mature and experienced technician capable of working independently.

- He/she uses judgement to select best repair or maintenance action to perform.
- Flexibility and interactive co-ordination is required for projects involving several disciplines in facility engineering.
- Professional judgement is needed to select optimum mix of equipment, parts and personnel to complete duties.
- The incumbent must be a pro-active individual with good communication skills, inter-personal sensitivity, persuasiveness and firmness.

2. Managerial Responsibilities

- Manages the technical design effort and integration of other engineering disciplines into projects of a primarily construction engineering nature.
- Technically supervises the execution of construction engineering works to include contractor workmanship and co-ordination.
- Exercises primary responsibility of technical inspections for project compliance to standards and client requirements and for project acceptance at completion for about 30 to 40 projects annually.
- Liaises with external agencies and service providers.
- Undertakes role or is the Project Manager for construction biased multi-discipline projects.

3. Professional Contacts

- Co-ordinates with individual and agency clients at SHAPE for conceptual design requirements and feasibility, progress reports and client co-ordination required during execution.
- Co-ordinates and negotiates with design and construction technicians and managers of external civilian contract firms to ensure proper design execution, compliant construction work, and fair costing and billing for SHAPE.

4. Contribution to the Objectives

- Develops, largely through independent effort, expertise and experience in the design and planning of construction engineering works. Then technically supervises the effective implementation of the works and final recording of this information as part of the infrastructure at SHAPE.
- Ensures that the 30 to 40 construction engineering projects undertaken annually deliver value for money for SHAPE.

5. Work Environment

The work is normally performed in a typical Construction Site environment. Normal Working Conditions apply. The risk of injury is categorised as: Moderate Risk of Injury.

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>.

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)

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)	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>
			.
			—
			—
			—
			—
			-
<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>	

**ELENCO INDIRIZZI ALLEGATO ALLA CIRCOLARE N. 37163 DEL
06/05/2010**

**PER SUCCESSIVA RIPRODUZIONE E DISTRIBUZIONE A CURA
DEGLI ENTI INTERESSATI**

DIFESA GABINETTO	ROMA
SEGRETERIE SOTTOSEGRETARI DI STATO ALLA DIFESA	LORO SEDI
STAMADIFESA	ROMA
STATESERCITO	ROMA
MARISTAT	ROMA
STATAEREO	SEDE
COMANDO SQUADRA AEREA	ROMA
SEGRETARIATO GENERALE DELLA DIFESA	
E DIREZIONE NAZIONALE DEGLI ARMAMENTI AA.GG.	ROMA
SEGRETARIATO GENERALE DELLA DIFESA	
E DIREZIONE NAZIONALE DEGLI ARMAMENTI – U.G.G.E.A.T.I	ROMA
SEGRETARIATO GENERALE DELLA DIFESA	
E DIREZIONE NAZIONALE DEGLI ARMAMENTI	
VI° REPARTO (EX TELEDIFE)	ROMA
CENTRO ALTI STUDI DIFESA	ROMA
SUPERCONSIGLIO	ROMA
SUPERPROCURAMILES	ROMA
PROCURAGENCORTMILES	ROMA
CORTMILES	ROMA
TRIBUNALE DI SORVEGLIANZA	ROMA
TRIBUNALE MILITARE	ROMA
TRIBUNALE MILITARE	NAPOLI
TRIBUNALE MILITARE	VERONA
CONSIGLIO MAGISTRATURA MILITARE	ROMA
BILANDIFE	ROMA
ISPEDIFE	ROMA
PERSOMIL	ROMA
PREVIMIL	ROMA
TERRARM	ROMA
NAVARM	ROMA
ARMAEREO	SEDE
GENIODIFE	SEDE
COMMISERVIZI	ROMA
DIFESAN	ROMA
CIVILSCUOLADIFE	ROMA
COMLOG E.I.	ROMA
NAVISPELOG	ROMA
COMLOG	ROMA