



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M_DGCIV

Prot. Nr.67629

Del 08/09/2010

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. CSN GBX 0040	Brunssum (Olanda)	“Assistant (Buyer)”	B4 (equiv.p.e.A2- F2)	inglese	16/09/2010

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

NOTIFICATION OF A VACANCY
AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

DUTY LOCATION: BRUNSSUM, THE NETHERLANDS

JOB TITLE: Assistant (Buyer)
Budget Execution & Fund Management – Command Staff Group
NCSA Sector Brunssum

GRADE: B-4 POST NUMBER: CSN GBX 0040

CLOSING DATE: 1 October 2010

Post Context

NATO Communications Information Systems (CIS) Services Agency (NCSA) ensures the cost effective provision of secure end to end information exchange and processing services for NATO Consultation, Command and Control. NCSA Sectors resource & plan, install, operate, protect, maintain and support CIS capabilities. Command Staff Group directs coordinates and supervises all business functions in order to support Customers throughout the Area of Responsibility (AOR). Budget Execution & Fund Management (BUDEX & FM) is responsible for the financial management of the delegated part of Centralised CIS Budget (CCB) for the locally supported HQ. It is also responsible throughout the AOR for financial management of the delegated part of the NCSA Admin Budget and Procurement. The incumbent exercises Sector purchasing responsibilities on procurements relative to the whole AOR.

Reports to

Head (BUDEX & FM)

Duties

- Responsible for purchasing and contracting support for CIS supplies and services to meet the Sector's requirements.
- Provides the required interface to contractors to obtain equipment price quotations.
- Contributes to research and determine the sources selection for planned purchases. Performs those activities autonomously for mid-size procurements.
- Maintains a database for recording and updating configuration control and warranty information, and arranges for repair/exchange with the contractor.
- Provides advice and guidance to Squadrons and Detachments staff dealing with purchases.
- Provides subject matter expertise for all activities involved in developing and directing accounting services and finance systems.
- Maintains reports control system; collection, analysis, interpretation.
- Provides requested financial expertise and technical assistance to external working groups and project teams.
- 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 deploy for exercises and operations both within and outside NATO's boundaries that may exceed 30 days duration and may be on short notice. By accepting the employment contract linked to this post the incumbent agrees to deploy in excess of 30 days if required.
- The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

QUALIFICATIONS

A. Essential

1. Professional/Experience.

Proven experience in purchasing and contracting support.

2. Education/Training.

Higher Secondary education and intermediate vocational training in procurement, commercial and mercantile law, supply chain management, inventory management, logistics or related discipline with 2 years' post related experience, or a Secondary education and completed higher vocational training in that discipline with 4 years' post related experience.

3. Language.

"Good" English Language Skills are required

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

"Good" Dutch Language Skills are required (Host Nation language)

4. Standard Automated Data Processing (ADP) Knowledge.

Word Processing, Spreadsheet, Graphics presentation, Database, E-mail Client/Web Browser: Working Knowledge

5. Personal Attributes.

Prepares solutions and decisions to Contracting Officer/Senior Buyer, Head (Budget Execution/Fund management). Uses independent judgment to propose solutions based on resources available. In a management role, the incumbent is expected to act without supervision and to seek approval of solutions and recommendations through the chain of command. Guidance is available from local directives and supplements, other regulatory documents, as well as manuals and standard operating procedures. Works normally without supervision in accordance with policies and directives. Good inter-personal, communication, planning, management and prioritizing skills.

B. Desirable

1. Professional/Experiences

Proven experience in purchasing and contracting support for CIS supplies.

Experience in General Supply Operations

Experience working with NATO Accounting Financial System (NAFS).

Experience working with NDSS.

Professional experience in accounting, economics, finance or business management.

Experience in budget execution and resource management.

Experience in supervising the preparation of purchase requests.

Experience in preparing the required documentation, including contracts, for the processing of CIS equipment to external contractors.

2. Education/Training.

NAMSA NDSS Courses: RDSS, MCMS, MRCS

C. Remarks

1. Professional Contacts

Interacts, when directed, independently with POC, locally and at JFC, NAMSA, NCSA, and Component Commands.

2. Contribution to the Objectives

Assists in the preparation and execution of support missions. Work performed is essential for Financial Support/ Budget Execution/Fund Management

CLOSING DATE FOR APPLICATION: 1 October 2010

Before applying: please carefully read 'Important Instructions for Applicants' published on www.jfcbs.nato.int, **vacancies**.

Any application not in accordance with these instructions will not be accepted.

8.a. Secondary Education (copies of diplomas/certificates <u>are</u> to be attached)									
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 (copies of diplomas/certificates <u>are</u> to be attached)									
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.c. Please complete additional Education / Training Record (as outlined in General Information for Applicants)

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 Automated Data Processing skills. (copies of diplomas/certificates are to be attached)

13. Type(s) of driving licence	CAR ☐ TRUCK ☐ OTHER ☐		
14. Have you completed your compulsory military service?	☐ Not Applicable	☐ No	☐ Yes
	Rank: _____		
If yes, indicate dates:	From		To
If no, give reason:			
Do you have further service commitments ?	☐ No	☐ Yes, please give details	

15. **EMPLOYMENT RECORD**
 Starting with your present post, list in reverse order, details of present / previous employment. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If required, attach additional pages in the same format. **If employed as military or as a NATO civilian or within one of the co-ordinated organisations, indicate (last) rank/grade and step.**

A). **PRESENT EMPLOYMENT**

Dates of employment _____ Since _____

Net salary per year _____ Starting _____ Present _____

Name and address of employer _____

Tel. no. _____ Type of business _____

Title of your position _____ Number of employees under your direct supervision _____

Duty location _____

Name and position of your supervisor _____

Reason for wishing to leave your present employment _____

Summary of your work:

B). PREVIOUS EMPLOYMENT

Dates of employment From _____ To _____

Net salary per year Starting _____ Final _____

Name and address of employer _____

Tel. no. _____ Type of business _____

Title of your position _____ Number of employees
under your direct supervision _____

Duty location _____

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 year Starting _____ Final _____

Name and address of employer _____

Tel. no. _____ Type of business _____

Title of your position _____ Number of employees
under your direct supervision _____

Duty location _____

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 year Starting _____ Final _____

Name and address of employer _____

Tel. no. _____ Type of business _____

Title of your position _____ Number of employees
under your direct supervision _____

Duty location _____

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 and short duty travels.

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. Did you use additional sheets to this application form ? ☐ Yes ☐ No
If yes, how many ?

"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)

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>
	SI Barrare la casella di inter NO	
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>	