



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M_DGCIV

Prot. Nr.68597

Del 13/09/10

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 all'Organismo Internazionale competente, entro il termine sottoindicato, la propria candidatura **(via e-mail)** corredata dalla documentazione richiesta dal bando, e contemporaneamente trasmettere **(per posta ordinaria)** 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> **(nella sezione circolari ed altra documentazione).**

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. CSN NNX 0020	Brunssum (Olanda)	"Technician (Comms Operations Maintenance)"	B4 (equiv.p.e.A2- F2)	inglese	23/09/2010

II DIRETTORE DELLA DIVISIONE
(Dir. dr.ssa Marina MASARUTI)

f.to

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

DUTY LOCATION: BRUNSSUM, THE NETHERLANDS

JOB TITLE: Technician (Comms Operations & Maintenance)
Network Equipment Maintenance – Network Support Group
NCSA Sector Brunssum

GRADE: B-4 POST NUMBER: CSN NNX 0020

CLOSING DATE: 8 October 2010

Post Context

NATO Communication 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. Network Support Group (NSG) is responsible for the interface with the NATO wide communication systems (including SATCOM) and National Defence Networks and provides Audio Visual and Video Teleconference (VTC) services.

Network Equipment Maintenance (NEM) is responsible for Communications Engineering and for the provision and maintenance of assigned network equipment to meet CIS operational requirements throughout the Area of Responsibility (AOR). The incumbent installs and maintains various communications throughout the AOR.

Reports to

Head Network Equipment Maintenance.

Duties

-Responsible for the installation and maintenance of the local NATO General Purpose Segment Communication System (to include Bandwidth Management Equipment (BME) and other Multiplexers, Crypto equipment (to include running the Crypto Forward Support Point (CFSP), Modems, Packet Transfer Component (PTC) Routers and other commercial/military communications access devices providing access to NATO's classified and unclassified Wide Area Networks (WANs).

-Responsible for the installation, integration, programming, operations and maintenance of the local voice exchange (PABX/VoIP IP-PBX in NCSA-SL) and NATO Core Network (NCN) switch to include developing phone number scheme; designs and operates PABX special features to include user's class of service, line hunting, voice mail, call intercept, and call forwarding; installs, operates and maintains the PABX distribution frame; provides phone usage and cost information to BUDEX & Fund Management (FM).

-Installs, uninstalls and re-routes circuits upon direction from NCSA Circuit Managers through the Service Request Tracking System (SRTS).

-Restores failed circuits upon direction from NCSA Circuit Managers, through the Remedy trouble ticket system. Develops after-hours call-out plan for circuit restoration, per Service Level Agreement (SLA) timelines.

-Supervises and executes proper preventive maintenance plans.

- Prepares, properly stores and keep up-to-date all technical and service oriented documentation pertaining to assigned systems, interconnections, supporting cable plant etc.
 - Reports Configuration Control data to CSI Section in a timely manner.
 - Analyzes contractor's maintenance reports and test results to ascertain conformity with technical and contractual standards and initiates corrective activities if required.
 - Identifies and proposes required service and technical underpinning support contracts to Head (NEM).
 - Per agreement with supported HQs, maintains spare parts kit to facilitate quick incident resolution with minimal downtime due to awaiting parts. Coordinates with BUDEX & FM and Logistics for replenishment of spare parts kit.
 - Provides technical input to Head (NEM) for Squadron Service Improvement Plans (SIPs), which strive to improve service levels to meet SLA requirements or to provide the same service levels at lower cost or with fewer resources.
 - Provides performance metrics to Head (NEM) to assist in tracking SLA performance and compliance.
 - Provides input to Head (NEM) on the Sector Disaster Recovery/Business Continuity Plans, to include the testing plan. Executes the testing plan in accordance with guidance from Head (NEM). Is prepared to execute any Disaster Recovery or Business Continuity Plan in case of major system failure.
 - Provides inputs to annual budget and to support and improve assigned systems.
 - Provides technical guidance on all NEM equipment to subordinate technicians of the Branch. Leads troubleshooting efforts on NEM equipment, when needed.
 - Develops and coordinates training plan for Branch personnel to develop a high level of technical knowledge of assigned equipment, ensuring quality of service and continuity of technical skills.
 - Provides assistance with system fault resolution within the AOR.
 - Provides assistance and technical advice to other staff of the Sector for all aspects of telecommunications and systems supported by the Branch.
 - Maintains a close liaison with other technicians and engineers in the Sector.
 - Stays abreast of technological developments relevant to the area of work.
 - Deputizes for Head (NEM) during his absences.
 - 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 Secure Facility / CIS Facility.

QUALIFICATIONS

A. Essential

1. Professional/Experience.

Practical experience in the implementation, testing and maintenance of modern communication or information systems in a LAN/WAN environment including switching and routing systems in support of voice and data transfer.

Minimum 5 years experience in the operation or maintenance of networked CIS systems.

2. Education/Training.

Higher Secondary education and intermediate vocational training in engineering or related discipline with minimum 2 years related experience, or a 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.

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

"Good" English Language Skills are required.

4. Standard Automated Data Processing (ADP) Knowledge.

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

5. Personal Attributes.

The incumbent must be able to work and be convincing in a team of engineers/technicians; be able to clearly express complicated matters and explain problems and solutions; must show mental alertness in technical, organizational and managerial matters; be adaptive and polite, tactful and determined to achieve the goal; have negotiating skills and diplomacy when dealing with industry and contractors. The incumbent should be capable of analytical thinking, considering various disciplines and draw conclusions as well as having a sound understanding of efficiency and economic application of resources in projects and system operations.

Must be dedicated and flexible to solve problems even in exceptional cases, i.e. outside normal working hours, with extra travel or under pressure as required by operations.

B. Desirable

1. Professional/Experiences

Good working knowledge of modern modulation techniques.

Experience of maintaining and configuring cryptographic equipment.

Experience of wiring and cabling in accordance with wiring regulations and ITU-T standards.

2. Education/Training

Alcatel Course.

NATO Courses:

NNCCRS SITE TECH - NATO CIS School

Narrow Band Secure Voice (NBSV) - NATO CIS School

NNCCRS ADMIN - NATO CIS School

KW-46 Technician - NATO CIS School

BID/950 Basic - NATO CIS School

BME Promina (9) - NATO CIS School

PABX SIEMENS HICOM 343 - NATO CIS School

NATO CIS Orientation - NATO CIS School

INFOSEC (COMSEC) - NATO CIS School
NATO CORE SWITCH (NCS) -SITE REGIONAL ENGINEER - NATO CIS School
Resource Management Education Programme

C. Remarks

1. Professional Contacts

Maintains close contacts with other CIS Sectors staff elements; liaises with counterparts of other NATO and national organizations for procedures harmonization and systems maintenance.

2. Contribution to the Objectives

As technical expert on Communications/Switching systems and the configuration related to these systems, the incumbent is responsible for the day to day operations of the systems, contributes to the long-term planning and continued renewal of the mission-critical connected Comms/switches.

Ensures that these systems are stable and provides reliable user support. Helps to reduce system down-times and the need for contractor and other external support.

Contributes to better handover between System Managers in a highly sophisticated and specialized NATO environment

CLOSING DATE FOR APPLICATION: **8 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.

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 <u>ANZIANITA'</u>	
		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) a. in ambito Nazionale:		<u>GRADO</u>	<u>PERIODI</u>
b. in ambito interforze e/o Internazionale:			

(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</u> <u>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) ** - ** - ****

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 <u>are</u> 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)

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.68597
DEL 13/09/2010**

**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
TRBUNALE 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	SEDE