



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M_DGCIV

Prot. nr. 0078216

Del 06/11/2008

PARTENZA

A INDIRIZZI IN ALLEGATO

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

Stamadifesa ha reso noto che sono disponibili i posti a status internazionale presso la NATO.

Il personale interessato potrà presentare la propria candidatura mediante la compilazione degli appositi moduli (application forms in triplice copia sia in italiano, sia in inglese) corredati dalla copia del bando di concorso e dei documenti di volta in volta richiesti nel bando stesso (curriculum, scheda biografica ecc.) che 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.AF JFBCRC 0480	Brunssum(NLD)	Staff Officer (SO) Real Estate/Infrastructure Asset Manager	A2 (equiv.p.e.C1)	inglese	22/12/2008
N.AF JFBCRC 0470	Brunssum (NLD)	Staff Officer (Nato Asset Manager)	A2 (equiv.p.e.C1)	inglese	22/12/2008
N.AF JFBCRC 0430	Brunssum (NLD)	CIS Requirements Liaison Officer	A3(equiv.p.e.C2)	Inglese	22/12/2008
N.AF JFBCRC 0300	Brunssum (NLD)	Staff Officer (Intel Systems Support)	A3(equiv.p.e.C2)	inglese	22/12/2008

La domanda dovrà pervenire a questa Direzione Generale - 3° Reparto - 8^ Divisione -1^ Sezione- improrogabilmente entro le date indicate nella tabella riepilogativa sopraindicata (15gg. prima della scadenza del bando stesso).

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

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

DUTY LOCATION: BRUNSSUM, NLD

JOB TITLE: Staff Officer (INTEL Systems Support)
JFC HQ Brunssum – J2 Division

GRADE: A-3 POST NUMBER: AF JFBCRC 0300

CLOSING DATE: 6 January 2009

POST CONTEXT:

The International Stability Assistance Force (ISAF) HQ is a NATO multi-national force in Afghanistan designed to assist the Government of Afghanistan in the establishment and maintenance of a safe and secure environment, in order to extend government authority and influence, thereby facilitating Afghanistan's reconstruction and contributing to regional stability in accordance with the NATO mission. Although the post is allocated on the ISAF Crisis Establishment the incumbent works as part of the J2 Division at JFC HQ Brunssum. The incumbent is responsible for co-ordinating all ISAF Intelligence Systems issues.

REPORTS TO:

Section Head Intelligence Systems Management

DUTIES:

Acts as the Liaison Officer for ISAF Intelligence Systems, such as the Joint Operations Intelligence Information System (JOIIS), the Battlefield Information Collection and Exploitation Systems Initial Core Capability (BICC), the Locally Employed Personnel (LEP), the Imagery Management And Reporting Tool (I-MART), the Request For Information Management System (RFIMS) or the All Source Analyst System (ASAS).

Supports and participates in ISAF Intelligence Systems training events.

Participates in meetings, networks, seminars and conferences where relevant and beneficial to Intelligence Plans and Support Branch in its mission and mandate.

Acts as Project Manager for all ISAF CJ2 Intelligence Systems Projects.

Co-ordinates with NATO Commands, Authorities, and Agencies as well as US CENTCOM to identify and implement new and emerging solutions for CJ2 Intelligence systems requirements.

Supports the ISAF CJ2 with integration management of NATO standard and prototype hardware and software automation systems.

Plans and co-ordinates with J-6 Division, CISSG and others the evolving internal and external Intelligence automation architecture supporting the operation.

Identifies CJ2 systems future requirements and develops plans to meet those requirements.

Ensure NATO systems are properly tailored to the specific mission; works compatibility issues with other staffs supported by and interacting with Intelligence Division.

Supports ISAF CJ2 Systems Chief with the management and administration, formal and informal training for Intel systems within the NATO Intelligence toolbox such as JOIIS/BICC, LEP, I-MART, RFIMS or ASAS and facilitates any other ADP requirements with CIS.

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Works in co-ordination with the JFC HQ J2 Intelligence Systems Management Section Chief to ensure proper information management practises are applied through the use of the Intelligence systems.

Co-ordinates with ISAF CJ2 Systems Chief and JFC HQ J2 Intelligence Systems Management Section Chief to identify and provide solutions to technical issues related to the Intelligence systems.

The incumbent is required to undertake operational deployments and/or TDY assignments both within and without NATO's boundaries.

The incumbent may be required to perform other related duties as directed or assigned.

QUALIFICATIONS

ESSENTIAL

1. Professional/Experience

Experience within a recognised Intelligence agency as an Intelligence System Operator with an understanding of requirements management and up to date knowledge and experience with Web base applications.

Project Management experience.

Practical administrative experience in an office environment, communicating, co-ordinating and implementing office procedures.

2. Education/Training

University Degree and 4 years post related experience, or a Higher Secondary education and completed advanced vocational training in relevant field leading to a professional qualification or accreditation with 7 years post related experience.

3. Language

English: 'GOOD'

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, Spreadsheet, Graphic Presentation,

E-mail Client/Web Browser: Working Knowledge

Database: Advanced Knowledge

DESIRABLE

1. Professional/Experience

Previous experience as an Intelligence systems officer at large HQ, Joint Command, NATO HQ or MOD.

Previous operational experience/tour in an Intelligence environment.

Change management experience.

2. Education/Training

NATO Intelligence Course.

NATO Basic Intelligence Systems Core Training (BISCT) course.

NATO INTEL Functional Area Systems training.

ISAF Intelligence Orientation Course.

CIVILIAN POSTS

1. Personal Attributes:

Diplomacy and interpersonal skills to promote co-operation in a multinational environment.

Ability to work in a team under pressure with short deadlines and to solve problems with minimal guidance.

Must be practical, logical, creative in problem solving.

2. Managerial Responsibilities:

Incumbent is required to co-ordinate and oversee ISAF Intelligence systems issues amongst multinational headquarters/organisations at different levels of command.

3. Professional Contacts:

Professional contacts with people participating in meetings, conferences and video tele conferences as well as participation in working groups.

Professional contacts within the Intelligence community, NATO agencies and other supporting HQs.

4. Contribution to the Objectives:

Support of the ISAF mission by ensuring the timely and continuous flow of Intelligence information.

Facilitate the cross domain sharing of Intelligence in support of ISAF.

5. Work Environment:

The work is normally performed in an Office Environment.

Normal working conditions apply.

The risk of injury is categorized as: No Risk

Risk might increase when deployed on mission, exercise and TDY depending on the local situation.

REMARKS:

This post may require extensive travel in and out of NATO and incumbent must be able to deploy to ISAF HQ (Kabul, AFG) for up to several months.

Must be able to meet and maintain NATO deployment criteria.

This post has a limited duration, candidates will be offered a two-year definite duration contract including a 6 months probationary period.

CLOSING DATE FOR APPLICATION: 6 January 2009

Before applying: please carefully read 'General information for applicants' published on www.jfcbs.nato.int, **vacancies**.

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

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

DUTY LOCATION: BRUNSSUM, NLD

JOB TITLE: Staff Officer (NATO Asset Manager)
JFC HQ Brunssum – J4 Division

GRADE: A-2 POST NUMBER: AF JFBCRC 0470

CLOSING DATE: 6 January 2009

POST CONTEXT:

The International Stability Assistance Force (ISAF) HQ is a NATO multi-national force in Afghanistan designed to assist the Government of Afghanistan in the establishment and maintenance of a safe and secure environment, in order to extend government authority and influence, thereby facilitating Afghanistan's reconstruction and contributing to regional stability in accordance with the NATO mission. Although the post is allocated on the ISAF Crisis Establishment the incumbent works as part of the J4 Division at JFC HQ Brunssum responsible for providing logistics asset management support to ISAF.

REPORTS TO:

Logistics Operations and Plans Branch Head

DUTIES:

Provides asset management support to the ISAF Theatre Asset Manager.
Responsible for the overall accounting, maintenance and reporting of ISAF NATO Funded Equipment (NFE); including motor transportation fleet, shelters, bulk fuel installations, generators.
Provide guidance to ISAF on the NFE life-cycle from procurement to disposal.
Oversees policy and processes relating to NATO assets in ISAF.
Assists Branch Head Logistics Operations and Plans on the development of logistic plans and policy for ISAF.
Assists in completion of plans, training programmes and capability evaluations.
Participates in the assessment of the logistic situation and the sustainment of ISAF on a mid and long-term perspective.
Maintain contact with other NATO HQs and agencies. Prepare meetings and conferences on guidance of Branch Head.
The incumbent is required to undertake operational deployments and/or TDY assignments both within and without NATO's boundaries.
The incumbent may be required to perform other related duties as directed or assigned.

QUALIFICATIONS

ESSENTIAL

1. Professional/Experience

Qualified, trained and experienced logistics planner with both national and international experience.

2. Education/Training

University Degree and 2 years post related experience or a Higher Secondary education and completed advanced vocational training in relevant field leading to a professional qualification or accreditation with 4 years post related experience.

3. Language

English: 'GOOD'

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, Spreadsheet, Graphic Presentation, Database, E-mail Client/Web Browser: Working Knowledge

DESIRABLE

1. Professional/Experience

Significant experience and knowledge in military logistics operational assignments. Experience working in a NATO HQ environment.

2. Education/Training

NATO based logistics courses: NATO Logistics Course, Operational Logistics Planning Course, NATO Expeditionary Logistics Course, NATO Operational Planning Course, Resource Management Education Programme Course.

3. Language

English: 'VERY GOOD'

CIVILIAN POSTS

1. Personal Attributes:

The incumbent must show initiative and judgment in dealing with a variety of tasks and issues. Must be a quick thinker and be able to handle tasks at short notice. Uses own initiative to propose solutions for unexpected problems and determine which issues to refer to the Branch Head. Must be capable of handling details. Sound judgment and initiative are required in setting priorities within own area of autonomy and in recommending and implementing policy and procedural improvements. Good health, stress tolerance and both ability and willingness to work long hours when required.

2. Managerial Responsibilities:

Responsible for providing day to day asset management support to the ISAF Theatre Asset Manager. However, the incumbent may be required to oversee NATO equipment and funding, all of which will be under the control of multinational teams. Therefore the incumbent will require managerial skills, particularly for communication and problem solving.

3. Professional Contacts:

Apart from work associates, the incumbent has professional contacts on a regular basis with military officers and civilian staff from this and other NATO HQs.

4. Contribution to the Objectives:

The incumbent's successful performance ensures effective reach-back for ISAF logistics operations. The incumbent will be required to directly support the logistics

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effort in the ISAF theatre through communicating the ISAF requirement for logistics and assisting JFCBS in meeting the appropriate NATO Minimum Military Requirement.

5. Work Environment:

The work is normally performed in an Office Environment.

Normal working conditions apply.

The risk of injury is categorized as: No Risk.

Risk might increase when deployed on mission, exercise and TDY depending on the local situation.

REMARKS:

This post may require extensive travel in and out of NATO and incumbent must be able to deploy to ISAF HQ (Kabul, AFG) for up to several months.

Must be able to meet and maintain NATO deployment criteria.

This post has a limited duration, candidates will be offered a two-year definite duration contract including a 6 months probationary period.

CLOSING DATE FOR APPLICATION: 6 January 2009

Before applying: please carefully read 'General information for applicants' published on www.jfcbs.nato.int, **vacancies**.

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

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

DUTY LOCATION: BRUNSSUM, NLD

JOB TITLE: Staff Officer (SO) (Real Estate/Infrastructure Asset Manager)
JFC HQ Brunssum – J4 Division

GRADE: A-2 POST NUMBER: AF JFBCRC 0480

CLOSING DATE: 6 January 2009

POST CONTEXT:

The International Stability Assistance Force (ISAF) HQ is a NATO multi-national force in Afghanistan designed to assist the Government of Afghanistan in the establishment and maintenance of a safe and secure environment, in order to extend government authority and influence, thereby facilitating Afghanistan's reconstruction and contributing to regional stability in accordance with the NATO mission. Although the post is allocated on the ISAF Crisis Establishment the incumbent works as part of the J4 Division at JFC HQ Brunssum, responsible for the tracking of ISAF real estate and infrastructure assets.

REPORTS TO:

Logistics Operations and Plans Branch Head

DUTIES:

Responsible for tracking infrastructure matters within ISAF.

Assists in the implementation of plans, training programmes and capability evaluations.

Implements Real-estate and Infrastructure support plans for ISAF and related operations in close co-ordination within theatre Branch Chiefs.

Participates in the assessment of the logistic situation and the sustainment of ISAF on a mid and long-term perspective.

Maintains contact with other NATO HQs and agencies. Prepare meetings and conferences on guidance of Branch Head.

Perform Real-estate/Infrastructure Data Base management and oversight.

The incumbent is required to undertake operational deployments and/or TDY assignments both within and without NATO's boundaries.

The incumbent may be required to perform other related duties as directed or assigned.

QUALIFICATIONS

ESSENTIAL

1. Professional/Experience

Qualified and trained logistics planner with experience in Real-estate/Infrastructure asset management.

2. Education/Training

University Degree and 2 years post related experience, or a Higher Secondary education and completed advanced vocational training in relevant field leading to a professional qualification or accreditation with 4 years post related experience.

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3. Language

English: 'GOOD'

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, Spreadsheet, Graphic Presentation,
Database, E-mail Client/Web Browser: Working Knowledge

DESIRABLE

1. Professional/Experience

Significant experience in Military logistics operational assignments.

Experience working in a NATO environment and/or national joint headquarters.

2. Education/Training

NATO courses:

NATO Logistics Course, Operational Logistics Planning Course, NATO

Expeditionary Logistics Course, Resource Management Education Program Course.

3. Language

English: 'VERY GOOD'

CIVILIAN POSTS

1. Personal Attributes:

The incumbent must show initiative and judgment in dealing with a variety of tasks and issues. Must be a quick thinker and be able to handle last-minute tasks. Uses own initiative to propose solutions for unexpected problems and determine which issues to refer to the Branch Head. Must be capable of handling details. Sound judgment and initiative are required in setting priorities within own area of autonomy and in recommending and implementing policy and procedural improvements. Good health, stress tolerance and both ability and willingness to work long hours when required.

2. Managerial Responsibilities:

Responsible for the tracking of ISAF real estate and infrastructure assets. However, the incumbent may be required to oversee NATO equipment and funding, all of which will be under the control of multinational teams. Therefore the incumbent will require managerial skills, particularly for communication and problem solving.

Supervisory duties: Dependent on requirements may be required to direct and supervise the work priorities of one or more HQ multifunctional teams.

3. Professional Contacts:

Apart from work associates, the incumbent has professional contacts on a regular basis with military officers and civilian staff from this and other NATO HQs.

4. Contribution to the Objectives:

The incumbent's successful performance ensures effective reach-back for ISAF logistics operations.

5. Work Environment:

The work is normally performed in an Office Environment.

Normal working conditions apply.

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The risk of injury is categorized as: No Risk.

Risk might increase when deployed on mission, exercise and TDY depending on the local situation.

REMARKS:

This post may require extensive travel in and out of NATO and incumbent must be able to deploy to ISAF HQ (Kabul, AFG) for up to several months.

Must be able to meet and maintain NATO deployment criteria.

This post has a limited duration, candidates will be offered a two-year definite duration contract including a 6 months probationary period.

CLOSING DATE FOR APPLICATION: 6 January 2009

Before applying: please carefully read 'General information for applicants' published on www.jfcbs.nato.int, **vacancies**.

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

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

DUTY LOCATION: BRUNSSUM, NLD

JOB TITLE: CIS Requirements Liaison Officer
JFC HQ Brunssum – J6 Division

GRADE: A-3 POST NUMBER: AF JFBCRC 0430

CLOSING DATE: 6 January 2009

POST CONTEXT:

The International Stability Assistance Force (ISAF) HQ is a NATO multi-national force in Afghanistan designed to assist the Government of Afghanistan in the establishment and maintenance of a safe and secure environment, in order to extend government authority and influence, thereby facilitating Afghanistan's reconstruction and contributing to regional stability in accordance with the NATO mission. Although the post is allocated on the ISAF Crisis Establishment the incumbent works as part of the J6 Division at JFC HQ Brunssum. The incumbent plays an integral part in the coordination and advancement of CIS projects/Project Submission Requirements (PSR).

REPORTS TO:

Chief Branch Head (Operations and Exercises)

DUTIES:

Presents and coordinates on behalf of CJ6 Plans and Projects all details of ISAF CIS Projects with appropriate headquarters, commands and agencies.
Provides detailed planning guidance from CJ6 Plans and Projects to NATO Agencies to ensure cross-level of effort and coordination to meet operational demands.
Provides vital exchange and co-ordination of CIS project and program information details between ISAF CJ6, JFCB J6 staff and agencies.
Enhances vital understanding of, and execution of, Command and Control (C2) and Command and Control Information System (C2IS) capabilities for the ISAF theatre of operations through interaction amongst all NATO CIS organizations.
Acts as the intermediary between ISAF CJ6 and all other NATO CIS bodies.
Represents JFCBS/J6 Operations and Exercises Branch in meetings, conferences, seminars and workshops.
The incumbent is required to undertake operational deployments and/or TDY assignments both within and without NATO's boundaries.
The incumbent may be required to perform other related duties as directed or assigned.

QUALIFICATIONS

ESSENTIAL

1. Professional/Experience

Experience of management procedures of strategic communications and information systems.

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2. Education/Training

University Degree and 4 years post related experience, or a Higher Secondary education and completed advanced vocational training in relevant field leading to a professional qualification or accreditation with 7 years post related experience.

3. Language

English: 'GOOD'

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, Spreadsheet, Graphic Presentation, Database, E-mail Client/Web Browser: Working Knowledge

DESIRABLE

1. Professional/Experience

The incumbent has previous deployment experience in the Area of Responsibility with a solid understanding of planning and implementation of CIS projects in support of operational requirements.

Specific Experience: Tactical CIS Engineer.

Deployed Operational CIS experience in support of NATO/National military operations.

2. Education/Training

Member of a professional body or institution.

3. Language

English: 'VERY GOOD'

CIVILIAN POSTS

1. Personal Attributes:

Good interpersonal and communication skills. Maturity, poise, tactfulness, firmness and persuasion.

2. Managerial Responsibilities:

The incumbent monitors ISAF CIS projects from conception to implementation supporting forward deployed ISAF operations.

3. Professional Contacts:

Regular contact with NATO and national authorities involved in the implementation of information system projects. Occasionally participates in NATO working groups and committees to support the defence of HQ ISAF CIS projects.

4. Contribution to the Objectives:

Plays an essential role in ensuring the timely delivery of theatre-wide and regional computer information systems and has, therefore, considerable impact on the automation functions provided in support of the ISAF HQ's mission.

5. Work Environment:

The work is normally performed in an Office Environment.

Normal working conditions apply.

The risk of injury is categorized as: No Risk.

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Risk might increase when deployed on mission, exercise and TDY depending on the local situation.

REMARKS:

This post may require extensive travel in and out of NATO and incumbent must be able to deploy to ISAF HQ (Kabul, AFG) for up to several months.

Must be able to meet and maintain NATO deployment criteria.

This post has a limited duration, candidates will be offered a two-year definite duration contract including a 6 months probationary period.

CLOSING DATE FOR APPLICATION: 6 January 2009

Before applying: please carefully read 'General information 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 <input type="checkbox"/> TRUCK <input type="checkbox"/> OTHER <input type="checkbox"/>		
14. Have you completed your compulsory military service ²	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> No <input type="checkbox"/> Yes	Rank:
If yes, indicate dates:	From		To
If no, give reason:			
Do you have further service commitments ?	<input type="checkbox"/> No	<input type="checkbox"/> 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)

Full Name:
POST Applied for:

ATTACHMENT TO ACO FORM 169 - 'EDUCATION / TRAINING RECORD'.

Please list below all **relevant** education / training / courses, etc., that you have attended (also include information provided under paragraphs 8a and 8b of the application form) and you may use extra pages if necessary.

Name/Title of Education/Training	Main subject(s)	Duration		Full-time/Part-time Course	Qualifications Obtained
		From	To		

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.

Signed.....

Applications for civilian vacancies at JFC HQ Brunssum, NCSA Sector Brunssum and 1 NATO Signal Battalion can be sent by mail to:

**Recruitment Section
Civilian Human Resources Branch
J1 Division
JFC HQ BRUNSSUM
PO Box 270
6440 AG BRUNSSUM
The Netherlands**

Telephone: (0031) (0) 455263700

General Information for Applicants *(Please read carefully).*

Only applications from nationals of one of the 26 NATO countries can be accepted.

Official Allied Command Operations (ACO) application forms (ACO Form ®169) and the additional 'Education/Training Record' can be downloaded via: www.jfcbs.nato.int.

Completed official application forms quoting the post title and post number should reach the Civilian Human Resources Branch at the above address, not later than the closing date as indicated on the respective vacancy announcement(s).

For the completion of the application form please note:

- Application forms are only acceptable as **hardcopies**.
- Application forms should be accompanied by the additional 'Education/Training Record', fully completed.
- Application forms should be accompanied by copies of diploma's/certificates of **relevant** qualifications as required for the post. Any such documents, other than in the English, Dutch or German language, should be translated into English (if possible attached as a certified translation). Please note that an official institution may assess value and validity of diploma's and certificates.
- Application forms should be forwarded in quadruplicate; one signed original plus three photocopies.
- In case of multiple applications within the same headquarters, applicants should send separate application forms for each post. On each application they have to refer to the other post(s) in which they are interested and have applied for, listing them in order of their preference.
- If you are, or have been, a NATO civilian, please indicate current/last grade and enclose a copy of your job description.
- Active NATO Civilian Staff, serving at other NATO organisations, must send their application forms through their own Civilian Personnel Office.
- Turkish Nationals applying for A-grade posts, not being NATO Civilian Serving Staff should apply through the permanent delegation of Turkey to NATO.

Salary and conditions of employment will be in accordance with the NATO Civilian Personnel Regulations. The organisation offers excellent salaries (exempted from income tax) and employment conditions, commensurate with those of other international organisations.

Employment Contracts:

JFC HQ Brunssum: Except when otherwise stipulated, an initial contract of between one and three years, including a probationary period, will be offered to the selected candidate. On the expiry of this initial contract, if the organisation wishes to retain the services of the staff member concerned, a new contract, generally of indefinite duration, will be offered.

NCSA HQ Brunssum: Except when otherwise stipulated a one-year contract, including a probationary period, will normally be followed by a three-year definite duration contract. On expiry, further contract(s) may be offered on the basis of organisational developments and requirements.

Prior to appointment, selected candidates will be subject to a security investigation through their own nation and are required to pass a medical examination by a doctor approved by the organisation, in order to ensure that they fulfil the physical standards demanded by the exercise of the functions of the post.

The post is to be filled as soon as possible after the closing date. Procedures prior to final employment may however take from several months up to one full year.

Notes:

- Job descriptions may change during the recruitment process as a result of organisational developments and requirements.
- A candidate can only be considered when her/his profile matches the essential qualifications of subject vacancy.
- Applications from Serving NATO Civilian Staff with a redundancy status (if any) will be considered with priority.
- In case of candidates with equal qualifications, preference will be given to the candidature of serving NATO Civilian staff applying for the post (if any).
- Confirmation of receipt of the application by this office will be sent generally within two to three weeks after the closing date for subject post announcement(s).
- Unsuccessful applications will not be kept pending future vacancies.
- Please note that due to the large amount of applications received, telephone, e-mail or fax enquiries cannot be dealt with.

Only applications completed in accordance with the above instructions will be taken into consideration.

Open applications (general applications against no vacancy) cannot be taken into consideration.

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>	

FOTOGRAFIA

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) ** <u>SU</u> **	<u>26 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) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di inter</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	31 <u>DATA DI SCADENZA</u>
30	<u>ASSICURA LA PERMANENZA NELL'INCARICO?</u> (9) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di interesse</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	

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) ** - ** - ****