



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M_DGCIV
Prot. Nr.990
Del 30/10/2008
PARTENZA

A U.D.G. – U.R.P.
INTERNO

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 AGS –Agenzia NAGSMA.

Il personale interessato potrà presentare la propria candidatura mediante la compilazione degli appositi moduli (scheda biografica in lingua italiana e application forms complete di post requirements form in lingua inglese in duplice copia e su supporto informatico – formato PDF) corredati dalla copia del bando di concorso, 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.A3-AGS3-211-7/08-BE	Bruxelles (Belgio)	Test Acceptance Engineer	A3 (equiv.p.e.C2)	inglese	06/11/2008
N.A3-AGS3-211-10/08-BE	Bruxelles (Belgio)	UAV Performance/Equipment Integration Engineer	A3(equiv.p.e.C2)	inglese	06/11/2008
N.A3-AGS3-230-2/08-BE	Bruxelles (Belgio)	Scheduler	A3(equiv.p.e.C2)	inglese	06/11/2008

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

Notification of a vacancy

Post/Vacancy Number :	A3-AGS3-212-10/08-BE
Grade :	A3
Title :	UAV Performance/Equipment & Integration Engineer
Organisational Element :	Technical Branch
NATO Body :	NAGSMA
Location/Country :	Brussels, Belgium
Closing Date :	Friday, 21 November 2008
Point of Contact :	Ms K A Smith (Recruitment Manager)

This vacancy is being recruited in anticipation of NAGSMA Agency being approved and established.

1. RESPONSIBILITIES OF THE POST:

The NATO Alliance Ground Surveillance Management Agency (NAGSMA) is a NATO body chartered to procure and field the NATO-owned and operated Alliance Ground Surveillance (AGS) core capability. This post is assigned to the NAGSMA Technical Branch (TB) whose mandate is the confirmation of contract deliverables. The Technical Manager (TM) is overall responsible for: compliance with the Technical Requirements Document (TRD), technical advice as applicable to contractor deliverables, system integration and testing. The TB is structured to manage contract activities of the air, ground and mission segments and is dedicated to system level integration, interoperability and testing.

Overarching responsibility:

- The UAV Performance/Equipment & Integration Engineer ensures progress against plans and objectives on Air Platform related aspects;
- He/She oversees technical development, engineering, testing, verification, production readiness and product acceptance, related to the Air Platform components of the AGS System, ensuring the timely satisfaction of the operational requirements and that related operational, functional and performance requirements for AGS are correctly reflected in the system architecture, hardware design and implementation;
- He/She is responsible in identifying Air Platform related issues that may lead to verification, certification and interoperability discrepancies and/or operational requirements trade-offs.

2. DUTIES:

Under the direction of the Technical Manager, but largely on own initiative, the incumbent is responsible for effectively and efficiently managing resources to carry out the related responsibilities on the Air Platform component of the AGS Core including:

- Serving as recognised expert and advisor on technical matters related to the UAV related aspects
- Monitoring the Air Platform related strategies, plans, schedules, management methodologies, processes and metrics and identifying potential key stakeholders
- Translating operational requirements to technical ones and assuring traceability of operational needs into delivered products; reviewing the studies and assessing industry's capabilities to integrate and produce the Air Platform component of the AGS System;
- Providing advice on the HW and SW configuration of the Air Platform, reporting causes of recommended configuration modification and/or equipment modifications;
- Participating on the identification of the equipments to be integrated in the NATO configuration of the Air Platform and on modelling and testing of equipment location;
- Overseeing the Contractor's process to determine the final configuration of the NATO configured UAV;
- Co-ordinating with other members of NAGSMA and other NATO entities to ensure that UAV design and modifications fully reflect the operational, functional and performance needs of the user, while ensuring continuing system integrity and safety;
- Advising the Test and Acceptance Engineer on methods for Air Platform qualification and certification testing, for setting up test plans and for evaluating and resolving related issues that are discovered during testing;
- Supporting contract milestone/deliverable reviews, and other project meetings and managing technical interchange meetings within his/her direct competence area;
- Supervising ground and flight tests for qualification and/or certification, and overseeing the related activities of the designated Official Test Team;
- Providing advice about the final NATO configuration of the Air Platform;
- Identifying and assessing, for schedule, cost and performance impact, risks in his/her area of responsibility, assessing risk mitigation activities;
- Providing advice on Air Platform related technology changes and implementations;
- Representing NAGSMA up to his/her level of authority at selected NATO committees and working groups and during interactions with governmental entities (NATO, SHAPE, Other Agencies, etc..) or industry;

- Assuring achievement of the aero navigability certificate;
- Providing support to elaborate the life cycle of the system;
- Performing other related duties as directed by senior management.

3. PROFESSIONAL CONTACTS:

The UAV Performance/Equipment & Integration Engineer

- Liaises with members of the Agency, as required, on matters related to AGS core system;
- Maintains working relationships with relevant personnel at NATO Bodies and Agencies including, but not limited to SHAPE(AGSIO), NC3A, NACMA and NAPMA;
- Maintains working relationships with personnel from the national "Green Aircraft" IPOs and relevant National and Multi-National ISR and UAV programs;
- Interacts with the Industry's Air Platform engineer(s); this post will require the routine exchange of information with the Contractor;
- This post will require close co-ordination with the User Requirements Branch and the User's community.

4. SUPERVISORY/GUIDANCE DUTIES:

The incumbent shall provide professional guidance to NAGSMA personnel on Air Platform related issues.

5. WORKING ENVIRONMENT:

Normal office environment.

6. TRAVEL REQUIREMENTS:

Frequent travel expected, to visit: "Green Aircraft" IPOs; industry; AGS Main Operating Base (MOB); other NATO facilities/agencies.

7. QUALIFICATIONS AND EXPERIENCE:

- Essential:
 - University degree in aerospace engineering;
 - At least 5 years' experience in aircraft system/equipment design and/or evaluation/testing;
 - Familiarity with aspects of requirements capture, specification and implementation of

UAV systems;

- Have excellent communication and leadership skills and demonstrate the ability to work well in a team, and with commercial contractors;
- Be effective at communicating complex technical ideas to a non-technical audience;
- Ability to exercise personal authority in his/her field of activity;
- Ability to work effectively in a demanding international environment;
- Ability to draft clear and concise technical reports.

- Desirable:

- Knowledge of current airborne sensor systems and equipment.
- Experience in and maintained an up-to-date knowledge of technical functions supporting military operations in the field of airborne applications for ISR;
- Understanding of Military System Procurement procedures including technical performance specification and related operational deployment, cost estimating for complex systems, ILS and lifecycle issues;
- Familiarity with the use of computer-based support tools;
- Knowledge of NATO AGS Core system and/or of national ISR systems technical requirements;
- Knowledge of the NATO Organization and its procedures;
- Prior experience of working in an international environment.

8. PERSONAL ATTRIBUTES:

The incumbent should possess the personal qualities of tact, judgement and adaptability as well as good political awareness and motivational and listening skills. In addition, a sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and the NATO nations, as well as with staff from private scientific/industrial organisations is needed.

9. LANGUAGE PROFICIENCY:

The incumbent must have a thorough knowledge of the English language, which is the official working language of the organisation. He/she will be called upon to deal with complex problems and to draw up documents in English;

NOTE: All of the work of the NAGSMA is conducted in the English language.

10. STARTING SALARY:

Starting basic monthly salary is 5,501.00 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate

11. SECURITY LEVEL REQUIRED:

NATO Secret. Security clearance procedures will be initiated after selection of candidate, where necessary.

12. CLOSING DATE:

To apply for this position, **you must complete an application form together with Post Requirements Form** (quoting reference "A3-AGS3-212-10/08-BE") and send it to recruitment@nc3a.nato.int. If you are unable to submit your application electronically, please send a hard copy to: Recruitment Manager, NATO C3 Agency, PO Box 174, 2501 CD The Hague, The Netherlands, by close of business:

Friday, 21 November 2008

Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.

Applications from candidates who do not meet the required qualifications will not be taken into consideration.

Applications submitted after the closing date will be accepted only if they reach the Human Resources Manager before the shortlist of candidates to be invited for interview has been finalised.

Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form. Applications not submitted on the NATO application form will not be taken into consideration. NATO C3 Agency application forms can be downloaded from the internet at <http://www.nc3a.nato.int/vacancies/index.html>).

13. CONTRACT:

The successful candidate will be offered a definite duration contract not exceeding three years' duration, which may be renewed by mutual consent for a further period. Serving members of the international civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

NB: Please note that the NAGSMA is a non-smoking working environment.

Notification of a vacancy

Post/Vacancy Number :	A3-AGS3-212-10/08-BE
Grade :	A3
Title :	UAV Performance/Equipment & Integration Engineer
Organisational Element :	Technical Branch
NATO Body :	NAGSMA
Location/Country :	Brussels, Belgium
Closing Date :	Friday, 21 November 2008
Point of Contact :	Ms K A Smith (Recruitment Manager)

This vacancy is being recruited in anticipation of NAGSMA Agency being approved and established.

1. RESPONSIBILITIES OF THE POST:

The NATO Alliance Ground Surveillance Management Agency (NAGSMA) is a NATO body chartered to procure and field the NATO-owned and operated Alliance Ground Surveillance (AGS) core capability. This post is assigned to the NAGSMA Technical Branch (TB) whose mandate is the confirmation of contract deliverables. The Technical Manager (TM) is overall responsible for: compliance with the Technical Requirements Document (TRD), technical advice as applicable to contractor deliverables, system integration and testing. The TB is structured to manage contract activities of the air, ground and mission segments and is dedicated to system level integration, interoperability and testing.

Overarching responsibility:

- The UAV Performance/Equipment & Integration Engineer ensures progress against plans and objectives on Air Platform related aspects;
- He/She oversees technical development, engineering, testing, verification, production readiness and product acceptance, related to the Air Platform components of the AGS System, ensuring the timely satisfaction of the operational requirements and that related operational, functional and performance requirements for AGS are correctly reflected in the system architecture, hardware design and implementation;
- He/She is responsible in identifying Air Platform related issues that may lead to verification, certification and interoperability discrepancies and/or operational requirements trade-offs.

2. DUTIES:

Under the direction of the Technical Manager, but largely on own initiative, the incumbent is responsible for effectively and efficiently managing resources to carry out the related responsibilities on the Air Platform component of the AGS Core including:

- Serving as recognised expert and advisor on technical matters related to the UAV related aspects
- Monitoring the Air Platform related strategies, plans, schedules, management methodologies, processes and metrics and identifying potential key stakeholders
- Translating operational requirements to technical ones and assuring traceability of operational needs into delivered products; reviewing the studies and assessing industry's capabilities to integrate and produce the Air Platform component of the AGS System;
- Providing advice on the HW and SW configuration of the Air Platform, reporting causes of recommended configuration modification and/or equipment modifications;
- Participating on the identification of the equipments to be integrated in the NATO configuration of the Air Platform and on modelling and testing of equipment location;
- Overseeing the Contractor's process to determine the final configuration of the NATO configured UAV;
- Co-ordinating with other members of NAGSMA and other NATO entities to ensure that UAV design and modifications fully reflect the operational, functional and performance needs of the user, while ensuring continuing system integrity and safety;
- Advising the Test and Acceptance Engineer on methods for Air Platform qualification and certification testing, for setting up test plans and for evaluating and resolving related issues that are discovered during testing;
- Supporting contract milestone/deliverable reviews, and other project meetings and managing technical interchange meetings within his/her direct competence area;
- Supervising ground and flight tests for qualification and/or certification, and overseeing the related activities of the designated Official Test Team;
- Providing advice about the final NATO configuration of the Air Platform;
- Identifying and assessing, for schedule, cost and performance impact, risks in his/her area of responsibility, assessing risk mitigation activities;
- Providing advice on Air Platform related technology changes and implementations;
- Representing NAGSMA up to his/her level of authority at selected NATO committees and working groups and during interactions with governmental entities (NATO, SHAPE, Other Agencies, etc..) or industry;

- Assuring achievement of the aero navigability certificate;
- Providing support to elaborate the life cycle of the system;
- Performing other related duties as directed by senior management.

3. PROFESSIONAL CONTACTS:

The UAV Performance/Equipment & Integration Engineer

- Liaises with members of the Agency, as required, on matters related to AGS core system;
- Maintains working relationships with relevant personnel at NATO Bodies and Agencies including, but not limited to SHAPE(AGSIO), NC3A, NACMA and NAPMA;
- Maintains working relationships with personnel from the national "Green Aircraft" IPOs and relevant National and Multi-National ISR and UAV programs;
- Interacts with the Industry's Air Platform engineer(s); this post will require the routine exchange of information with the Contractor;
- This post will require close co-ordination with the User Requirements Branch and the User's community.

4. SUPERVISORY/GUIDANCE DUTIES:

The incumbent shall provide professional guidance to NAGSMA personnel on Air Platform related issues.

5. WORKING ENVIRONMENT:

Normal office environment.

6. TRAVEL REQUIREMENTS:

Frequent travel expected, to visit: "Green Aircraft" IPOs; industry; AGS Main Operating Base (MOB); other NATO facilities/agencies.

7. QUALIFICATIONS AND EXPERIENCE:

- Essential:
 - University degree in aerospace engineering;
 - At least 5 years' experience in aircraft system/equipment design and/or evaluation/testing;
 - Familiarity with aspects of requirements capture, specification and implementation of

UAV systems;

- Have excellent communication and leadership skills and demonstrate the ability to work well in a team, and with commercial contractors;
- Be effective at communicating complex technical ideas to a non-technical audience;
- Ability to exercise personal authority in his/her field of activity;
- Ability to work effectively in a demanding international environment;
- Ability to draft clear and concise technical reports.

- Desirable:

- Knowledge of current airborne sensor systems and equipment.
- Experience in and maintained an up-to-date knowledge of technical functions supporting military operations in the field of airborne applications for ISR;
- Understanding of Military System Procurement procedures including technical performance specification and related operational deployment, cost estimating for complex systems, ILS and lifecycle issues;
- Familiarity with the use of computer-based support tools;
- Knowledge of NATO AGS Core system and/or of national ISR systems technical requirements;
- Knowledge of the NATO Organization and its procedures;
- Prior experience of working in an international environment.

8. PERSONAL ATTRIBUTES:

The incumbent should possess the personal qualities of tact, judgement and adaptability as well as good political awareness and motivational and listening skills. In addition, a sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and the NATO nations, as well as with staff from private scientific/industrial organisations is needed.

9. LANGUAGE PROFICIENCY:

The incumbent must have a thorough knowledge of the English language, which is the official working language of the organisation. He/she will be called upon to deal with complex problems and to draw up documents in English;

NOTE: All of the work of the NAGSMA is conducted in the English language.

10. STARTING SALARY:

Starting basic monthly salary is 5,501.00 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate

11. SECURITY LEVEL REQUIRED:

NATO Secret. Security clearance procedures will be initiated after selection of candidate, where necessary.

12. CLOSING DATE:

To apply for this position, **you must complete an application form together with Post Requirements Form** (quoting reference "A3-AGS3-212-10/08-BE") and send it to recruitment@nc3a.nato.int. If you are unable to submit your application electronically, please send a hard copy to: Recruitment Manager, NATO C3 Agency, PO Box 174, 2501 CD The Hague, The Netherlands, by close of business:

Friday, 21 November 2008

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Applications from candidates who do not meet the required qualifications will not be taken into consideration.

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Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form. Applications not submitted on the NATO application form will not be taken into consideration. NATO C3 Agency application forms can be downloaded from the internet at <http://www.nc3a.nato.int/vacancies/index.html>).

13. CONTRACT:

The successful candidate will be offered a definite duration contract not exceeding three years' duration, which may be renewed by mutual consent for a further period. Serving members of the international civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

NB: Please note that the NAGSMA is a non-smoking working environment.

Notification of a vacancy

Post/Vacancy Number :	A3-AGS3-230-2/08-BE
Grade :	A3
Title :	Scheduler
Organisational Element :	Programme Control Branch
NATO Body :	NAGSMA
Location/Country :	Brussels, Belgium
Closing Date :	Friday, 21 November 2008
Point of Contact :	Ms K A Smith (Recruitment Manager)
This vacancy is being recruited in anticipation of NAGSMA Agency being approved and established.	
<p>1. <u>RESPONSIBILITIES OF THE POST:</u></p> <p>The NATO Alliance Ground Surveillance Management Agency (NAGSMA) is a NATO body chartered to procure and field the NATO-owned and operated Alliance Ground Surveillance (AGS) core capability. This post is assigned to the NAGSMA Programme Control Branch (PCB) whose mandate is the verification of contract deliverables. The PCB is designed to provide the Programme Manager with experts in management tools such as risk management, configuration management, contracting, cost analyst and schedule. These specialists may also participate in the review of contract deliverables.</p> <p><u>Overarching Responsibility</u></p> <p>The Scheduler is responsible for the effective and efficient management, coordination, support and performance of all scheduling activities for the NATO AGS Programme, i.e., the activities related to creating, analysing, and responding to scheduling issues. The Scheduler provides direct support to the Programme Management staff (General Manager, Programme Manager, and Programme Control Manager) and other NAGSMA members in relation to scheduling activities.</p> <p>2. <u>DUTIES:</u></p> <p>Under the supervision of the Programme Control Manager, but largely on own initiative, the Scheduler is responsible for:</p> <p><u>Management</u></p>	

- Managing, planning, organising, implementing and executing all scheduling activities;
- Providing guidance/policy, and recommendations for all Programme Management practices related to scheduling;
- Overseeing the implementation and operation of all scheduling tools and processes;
- Managing the quality control of all scheduling products and deliverables;
- Providing documentation to executive reports;
- Briefing Senior NAGSMO/NAGSMA and NATO officials on all scheduling matters;
- Supporting and participating in Program Management Reviews and Technical Reviews regarding all scheduling matters;

Acquisition, RFP and Source Selection

- Supporting the development of acquisition/procurement strategies for change proposals and/or other efforts related to the programme;
- Supporting the development of all Request for Proposal (RFP) documentation;
- Evaluating submitted proposals in support of negotiations;

Activities/Tasks

- Providing oversight and support to Integrated Baseline Review (IBR) activities;
- Supporting Change Control by providing relevant data to the Change Control Group (CCG);
- Assessing the validity of data and information contained in Integrated Master Schedule (IMS);
- Developing and maintaining programme performance metrics using IMS;
- Identifying and analyzing conflicting activities and providing recommendations;
- Supporting Programme Management activities by analysing resource availabilities as well as planning and monitoring tasks;
- Producing independent projections of Estimated Date of Completion;

- Supporting Earned Value Management (EVM) analysis;
- Analyzing schedules submitted by outside parties (i.e. NATO Nations, SHAPE, other NATO organisations, etc.) contributing to the Programme;

3. PROFESSIONAL CONTACTS:

The Scheduler:

- Supports the GM and PM on urgent matters concerning scheduling;
- Provides professional oversight to the other Scheduler(s);
- Ensures and maintains a professional working relationship with all NAGSMA Programme Control Branch (PCB) individuals, as well as all other NAGSMA staff as appropriate;
- Maintains a close relationship with the NAGSMA Earned Value Management (EVM) specialist(s);
- Interacts with scheduling counterparts from Industry;
- Maintains working relationships with relevant personnel at various NATO bodies and agencies, national organizations and industry involved in the NATO AGS capability;

4. SUPERVISORY/GUIDANCE DUTIES:

The incumbent shall supervise assigned scheduler(s) and shall provide professional guidance on scheduling tasks assigned to them, as well as any other NAGSMA staff.

Provides scheduling training to management and engineering staff, as required.

5. WORKING ENVIRONMENT:

Normal office environment.

6. TRAVEL REQUIREMENTS:

Business travel to NATO and national facilities.

7. QUALIFICATIONS AND EXPERIENCE:

- Essential:
 - A university degree in a field related to at least one of the following disciplines: Business Administration, Management, Engineering or Operations Research;

- At least 5 years of scheduling experience within a Project/Programme Management environment;
- Have excellent communication and leadership skills and demonstrate the ability to work well in an international multi-faceted team, and with commercial contractors;
- Thorough knowledge and experience with a commercial off-the-shelf scheduling tool(s);
- Experience with the evaluating contractor proposals and providing contract negotiations support;
- Ability to exercise personal authority in his/her field of activity, and to direct others;
- Strong analytical skills, with the ability to analyse problems and complex matters relating to scheduling aspects of the programme, applying sound judgement;
- Ability to draft clear and concise reports, briefings or other written communication;
- Desirable:
 - Experience in international projects/programmes;
 - Knowledge of the NATO organisation and its procedures;
 - Knowledge of NATO acquisition process;
 - Knowledge and experience with large scale weapons system acquisitions;
 - Knowledge and experience with forecasting tools;
 - Certification in Programme Management;
 - Ability to communicate effectively both verbally and in writing, with good presentation skills;
 - Knowledge of the AGS Core Programme;

8. PERSONAL ATTRIBUTES:

The incumbent shall possess personal qualities of tact, diplomacy, political awareness, judgement and adaptability in order to work harmoniously with colleagues and other staff members (civilian and military) from NATO and NATO nations, as well as from private scientific/industrial organisations.

9. LANGUAGE PROFICIENCY:

The incumbent must have a thorough knowledge of the English language, both written and spoken, which is the official working language of the organisation.

10. STARTING SALARY:

Starting basic monthly salary is 5,501.00 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate

11. SECURITY LEVEL REQUIRED:

NATO Secret. Security clearance procedures will be initiated after selection of candidate, where necessary.

12. CLOSING DATE:

To apply for this position, **you must complete an application form together with Post Requirements Form** (quoting reference "A3-AGS3-230-2/08-BE") and send it to recruitment@nc3a.nato.int. If you are unable to submit your application electronically, please send a hard copy to: Recruitment Manager, NATO C3 Agency, PO Box 174, 2501 CD The Hague, The Netherlands, by close of business:

Friday, 21 November 2008

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Applications from candidates who do not meet the required qualifications will not be taken into consideration.

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Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form. Applications not submitted on the NATO application form will not be taken into consideration. NATO C3 Agency application forms can be downloaded from the internet at <http://www.nc3a.nato.int/vacancies/index.html>).

13. CONTRACT:

The successful candidate will be offered a definite duration contract not exceeding three years' duration, which may be renewed by mutual consent for a further period. Serving members of the international civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

NB: Please note that the NAGSMA is a non-smoking working environment.

POST REQUIREMENTS FORM

Post Title
Reference Number
NATO Grade
Name

Scheduler
A3-AGS3-230-2/08-BE
A3

Dear Applicant,

This form has been specifically designed to aid the NC3A Recruitment Office in assessing whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised.

If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy.

This form consists of 2 parts. You are required to make entries in all blocks in both parts under “B” below.

Part 1 lists the Essential Qualifications of the above post. In completing each block under “B” in part 1, **you must provide factual information stating how you meet the respective essential qualifications quoted under “A”.**

IMPORTANT: If you do not fulfill ALL Essential Criteria, we strongly advise you not to proceed with your application.

Part 2 lists the Desirable Qualifications of the above post. In completing each block under “B” in part 2, you must either provide factual information stating how you meet the respective desirable qualification quoted under “A” or indicate that you do not meet it.

For more information about this post you are kindly advised to refer to the official advertisement available at our website (<http://www.nc3a.nato.int/vacancies/index.html>).

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NC3A Recruitment Office (recruitment@nc3a.nato.int), together with duly completed application form.

Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.

PART 1 ESSENTIAL QUALIFICATIONS

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
A university degree in a field related to at least one of the following disciplines: Business Administration, Management, Engineering or Operations Research	
Professional Experience	
At least 5 years of scheduling experience within a Project/Programme Management environment;	
Have excellent communication and leadership skills and demonstrate the ability to work well in an international multi-faceted team, and with commercial contractors	
Thorough knowledge and experience with a commercial off-the-shelf scheduling tool(s)	
Experience with the evaluating contractor proposals and providing contract negotiations support	

Ability to exercise personal authority in his/her field of activity, and to direct others	
Strong analytical skills, with the ability to analyse problems and complex matters relating to scheduling aspects of the programme, applying sound judgement	
Ability to draft clear and concise reports, briefings or other written communication	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
Certification in Programme Management	
Professional Experience	
Experience in international projects/programmes	
Knowledge of the NATO organisation and its procedures	
Knowledge of NATO acquisition process	
Knowledge and experience with large scale weapons system acquisitions	
Knowledge and experience with forecasting tools	
Ability to communicate effectively both verbally and in writing, with good presentation skills	
Knowledge of the AGS Core Programme	

"I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NATO C3 Agency. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."

Full Name (in Print)

(Signature)

(Date)

POST REQUIREMENTS FORM

Post Title Test and Acceptance Engineer
Reference Number A3-AGS3-212-7/08-BE
NATO Grade A3
Name

Dear Applicant,

This form has been specifically designed to aid the NC3A Recruitment Office in assessing whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised.

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Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.

PART 1 **ESSENTIAL QUALIFICATIONS**

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
University degree in Aerospace, Mechanical, Electronic, Software or Systems Engineering	
Professional Experience	
At least 5 years' experience of work in the test and certification fields, of which at least 3 years as test director, and sound knowledge of test, evaluation, qualification, and certification of complex projects	
Familiarity with aspects of requirements capture and implementation as test and certification requirements	
Have excellent communication skills and demonstrate the ability to work well in a team, and with commercial contractors	
Be effective at communicating complex technical ideas to a non-technical audience	

Ability to exercise personal authority in his/her field of activity	
Ability to work effectively in a demanding international environment	
Ability to draft clear and concise technical reports	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
A Test Engineer degree from an official Systems Test or Flight Test School	
Professional Experience	
Experience in field trials, possibly on a multinational level	
Recent experience in the development and implementation of military C4ISR systems	
Understanding of Military System Procurement procedures including technical performance specification and related operational deployment	
Knowledge of NATO AGS Core system and/or of national ISR systems technical requirements	
Knowledge of the NATO Organization and its procedures	
Prior experience of working in an international environment	
Familiarity with the use of computer-based support tools	

"I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NATO C3 Agency. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."

Full Name (in Print)

(Signature)

(Date)

POST REQUIREMENTS FORM

Post Title UAV Performance/Equipment & Integration Engineer
Reference Number A3-AGS3-212-10/08-BE
NATO Grade A3
Name

Dear Applicant,

This form has been specifically designed to aid the NC3A Recruitment Office in assessing whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised.

If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy.

This form consists of 2 parts. You are required to make entries in **all** blocks in **both** parts under “B” below.

Part 1 lists the Essential Qualifications of the above post. In completing **each** block under “B” in part 1, **you must provide factual information stating how you meet the respective essential qualifications quoted under “A”.**

IMPORTANT: If you do not fulfill ALL Essential Criteria, we strongly advise you not to proceed with your application.

Part 2 lists the Desirable Qualifications of the above post. In completing **each** block under “B” in part 2, you must **either** provide factual information stating how you meet the respective desirable qualification quoted under “A” **or** indicate that you do not meet it.

For more information about this post you are kindly advised to refer to the official advertisement available at our website (<http://www.nc3a.nato.int/vacancies/index.html>).

This form is to be completed electronically or in clearly legible handwriting and is to be returned to the NC3A Recruitment Office (recruitment@nc3a.nato.int), together with duly completed application form.

Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.

PART 1 **ESSENTIAL QUALIFICATIONS**

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
Education/Training	
University degree in aerospace engineering	
Professional Experience	
At least 5 years' experience in aircraft system/equipment design and/or evaluation/testing	
Familiarity with aspects of requirements capture, specification and implementation of UAV systems	
Have excellent communication and leadership skills and demonstrate the ability to work well in a team, and with commercial contractors	
Be effective at communicating complex technical ideas to a non-technical audience	

Ability to exercise personal authority in his/her field of activity	
Ability to work effectively in a demanding international environment	
Ability to draft clear and concise technical reports	

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Professional Experience	
Knowledge of current airborne sensor systems and equipment	
Experience in and maintained an up-to-date knowledge of technical functions supporting military operations in the field of airborne applications for ISR	
Understanding of Military System Procurement procedures including technical performance specification and related operational deployment, cost estimating for complex systems, ILS and lifecycle issues	
Familiarity with the use of computer-based support tools	
Knowledge of NATO AGS Core system and/or of national ISR systems technical requirements	
Knowledge of the NATO Organization and its procedures	
Prior experience of working in an international environment.	

"I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NATO C3 Agency. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."

Full Name (in Print)

(Signature)

(Date)

APPLICATION FOR EMPLOYMENT

This form, duly completed, should be sent by e-mail to recruitment@nc3a.nato.int
Alternatively, copies may be sent via telefax or in hard copy to:
NATO C3 Agency, Human Resources, PO Box 174, 2501 CD The Hague, Netherlands.

*Le présent formulaire dûment rempli doit être envoyé par courrier électronique au Service des ressources humaines de la NC3A recruitment@nc3a.nato.int.
Comme alternative, des exemplaires peuvent être envoyés par télécopie ou sous forme de copie papier à l'adresse suivante: Agence des C3 de l'OTAN, Service des ressources humaines, Boîte postale 174, 2501 CD La Haye, Pays-Bas.*

Telefax/Télécopie : +31 (0)70 374 3219
Telephone/Téléphone : +31 (0)70 374 3205
E-mail/Courrier électronique : recruitment@nc3a.nato.int

Will be handled confidentially

Information provided in this application will be controlled under principles of data protection and will be used for recruitment purposes. Should your application be successful, the information will then be used for your staff record and for payroll purposes.

Renseignements confidentiels
Les renseignements fournis dans le présent questionnaire d'emploi seront vérifiés suivant les principes de protection des données et utilisés pour les besoins liés à la procédure de recrutement. Si votre candidature devait être retenue, ces renseignements seraient utilisés par la suite aux fins de constituer votre dossier du personnel et d'établir votre fiche de paie.

<p>1. Please state reference number of the vacancy for which you are applying./Indiquez la référence du poste vacant auquel vous postulez.</p> <p>How did you learn of this vacancy?/Comment avez-vous eu connaissance de la vacance de ce poste?</p>				
<p>2. Have you previously submitted an application for employment with NC3A? <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non</p> <p>Avez-vous déjà introduit une demande d'emploi auprès de la NC3A ?</p> <p>If so, when? / Si oui, à quelle date ?</p> <p>For what position? / Pour quel poste?</p>				
<p>3a. Title / Titre</p> <p><input type="checkbox"/> Dr. <input type="checkbox"/> Mr/M. <input type="checkbox"/> Mrs/Mme <input type="checkbox"/> Miss/Mlle <input type="checkbox"/> Ms Other/Autre:</p>				
<p>3b. Surname / Nom de famille</p>		<p>3c. Maiden name, if any / Nom de jeune fille, le cas échéant</p>		
<p>3d. First name / Prénom</p>		<p>3e. Middle name(s) / Autres prénoms</p>		
<p>4a. Permanent address / Domicile permanent</p>		<p>4b. Postal address for correspondence (if different from 4a) / Adresse postale pour la correspondance (si différente de 4a)</p>		
<p>4c. Telephone / Téléphone</p> <p>Home /Privé:</p> <p>Office / Bureau:</p> <p>Mobile / GSM:</p>		<p>4d. Telefax / Télécopie</p> <p>Home / Privé:</p> <p>Office / Bureau:</p>		
<p>4e. E-mail address / Adresse du courrier électronique (Please note that we will normally correspond with you via e-mail / Veuillez noter que nous correspondrons normalement avec vous par courrier électronique).</p>				
<p>5a. Gender Sexe</p> <p>F</p>	<p>5b. Date of birth Date de naissance</p>	<p>5c. Country and city of birth Pays et lieu de naissance</p>	<p>5d. Nationality at birth Nationalité à la naissance</p>	<p>5e. Present nationality Nationalité actuelle</p> <p>If different from 5d, attach explanation. Si différente de 5d, joindre explications.</p>

6. Marital status / <i>Etat civil</i>	<input type="checkbox"/> Single / <i>Célibataire</i> <input type="checkbox"/> Married / <i>Marié(e)</i>	<input type="checkbox"/> Widowed / <i>Veuf (veuve)</i> <input type="checkbox"/> Divorced / <i>Divorcé(e)</i>	<input type="checkbox"/> Separated / <i>Séparé(e)</i> <input type="checkbox"/> Cohabiting / <i>Cohabitant(e)</i>
---------------------------------------	--	---	---

7. Do you hold a security clearance? / *Etes-vous titulaire d'une habilitation de sécurité?* ☐ Yes / *Oui* ☐ No / *Non*

8. If so, it is ☐ National ☐ NATO At what level

9. For non-Belgian candidates living in Belgium and non-Dutch candidates living in the Netherlands: Are you registered as living or resident in Belgium / the Netherlands, respectively? If so, state type and registration number of Belgian or Dutch residence permit.
A l'intention des candidat(e)s n'ayant pas la nationalité belge mais habitant en Belgique et des candidat(e)s n'ayant pas la nationalité néerlandaise mais habitant aux Pays-Bas: Etes-vous enregistré(e) en tant que personne habitant/résidant en Belgique / aux Pays-Bas, respectivement? Si c'est le cas, indiquez le type et le numéro de votre carte d'identité / permis de séjour belge ou néerlandais.

Date of entry into Belgium or the Netherlands / *Date d'entrée en Belgique ou aux Pays-Bas* (whether officially registered in this country or not / *que vous soyez officiellement enregistré(e) ou non dans ce pays*):

10. If you are currently or have previously been a civil servant in your government, please give the name of the administration and dates of duty.
Etes-vous actuellement ou avez-vous jamais été fonctionnaire titulaire dans votre pays? Si oui, pour quelle administration et à quelles dates?

10b. If you are currently or have previously been employed as a NATO civilian, indicate last grade and step held.
Si vous êtes ou avez été un membre du personnel civil de l'OTAN, précisez vos derniers grade et échelon.

10c. Are any of your relatives (or is your partner) employed by a NATO body? ☐ Yes / *Oui* ☐ No / *Non*
Un membre de votre famille (ou votre concubin/concubine) est-il employé par un organisme de l'OTAN?

If so, list them / *Si oui, veuillez en faire mention:*

Name <i>Nom</i>	Civilian <i>Civil</i>	Military <i>Militaire</i>	Relationship <i>Liens de parenté</i>	Name of NATO body <i>Nom de l'organisme de l'OTAN</i>
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

11. Please provide the following information about your spouse and children. If you are divorced, indicate whether the children are your dependants. In all cases, indicate whether each child is financially your dependant.
Donnez les renseignements suivants concernant votre conjoint(e) et vos enfants. Pour les personnes divorcées, précisez si les enfants sont à votre charge. Dans tous les cas, veuillez indiquer si les enfants sont financièrement à votre charge.

Name <i>Nom</i>	Occupation <i>Profession</i>	Date of birth <i>Date de naissance</i>	Relationship <i>Liens de parenté</i>	Financially dependent <i>Financièrement à charge</i>
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N

12. Have you completed all obligatory military service? ☐ Yes / *Oui* ☐ No / *Non*
Avez-vous effectué votre service militaire?

If yes, indicate date and military rank.
Si oui, à quelle date *et grade militaire.*

If not, give reasons.
Si non, donnez les raisons.

In case of exemption, give reasons.
En cas d'exemption donner les raisons.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

ANSWER EACH QUESTION COMPLETELY IN ENGLISH. IF CERTAIN ITEMS REQUIRE MORE SPACE, CONTINUE ON PLAIN PAPER.
You will be requested to supply documentary evidence in support of the statements you make in this application. Do not, however, send any documentation until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

Applications cannot be returned to candidates, and the files of unsuccessful candidates will be destroyed after one year.

VEUILLEZ LIRE AVEC ATTENTION LES INSTRUCTIONS SUIVANTES

REPONDEZ EN DETAIL A CHACUNE DES QUESTIONS EN ANGLAIS. SI VOUS MANQUEZ DE PLACE, CONTINUEZ SUR UNE FEUILLE SEPARÉE.

Vous serez invité(e) à produire les pièces établissant l'exactitude de vos déclarations. N'envoyez cependant aucun document avant d'y avoir été invité(e) par l'Organisation; n'envoyez jamais l'original des lettres de référence ou des attestations à moins que celles-ci ne soient destinées à l'usage exclusif de l'Organisation.

Les formulaires de demande d'emploi ne sont pas renvoyés aux candidat(e)s. Le dossier est détruit au bout d'un an lorsque la candidature n'est pas retenue.

13. EDUCATION AND TRAINING / ETUDES ET FORMATION

SECONDARY AND HIGHER-SECONDARY EDUCATION (in chronological order)
ENSEIGNEMENT SECONDAIRE / FORMATION SUPERIEURE (dans l'ordre chronologique)

Name and location of establishment <i>Nom et lieu de l'établissement</i>	Dates attended <i>Années d'études de...à...</i>	Certificates and/or diplomas obtained and standing achieved <i>Certificats, diplômes et/ou mentions obtenu(e)s</i>
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	

14. EDUCATION AND TRAINING (continued) / ETUDES ET FORMATION (suite)

UNIVERSITY EDUCATION OR EQUIVALENT
ENSEIGNEMENT UNIVERSITAIRE OU EQUIVALENT

Name and location of establishment <i>Nom et lieu de l'établissement</i>	Dates attended <i>Années d'études de...à...</i>	Degrees obtained <i>Titres obtenus</i>	Main subjects <i>Matières principales</i>
	-		
	-		
	-		
	-		
	-		

15. EDUCATION AND TRAINING (continued) / ETUDES ET FORMATION (suite)

OTHER EDUCATION/TRAINING
AUTRES ETUDES ET COURS DE FORMATION

Name and location of establishment <i>Nom et lieu de l'établissement</i>	Name and duration of course followed <i>Cours suivi et nombre de mois/ans</i>	Certificates and/or diplomas obtained <i>Certificats et/ou diplômes obtenus</i>

16. LANGUAGES / LANGUES

For each language listed, indicate level of ability (fluent, good, fair, or slight).

Pour chaque langue mentionnée, indiquez le niveau d'aptitude (excellent, bon, satisfaisant, faible).

Mother tongue <i>Langue maternelle</i>	Comprehension <i>Compréhension</i>	Speaking ability <i>Expression orale</i>	Writing ability <i>Rédaction</i>	Reading ability <i>Lecture</i>
Other languages <i>Autres langues</i>	Comprehension <i>Compréhension</i>	Speaking ability <i>Expression orale</i>	Writing ability <i>Rédaction</i>	Reading ability <i>Lecture</i>

Official language certificates obtained

Certificats officiels d'aptitudes linguistiques

Testing body

Organisme ayant délivré le certificat

Standing achieved

Niveau/résultats atteints

Date of examination

Date de l'examen

17. Indicate your ability with / knowledge of the following. / Veuillez indiquer vos connaissances des systèmes/matériels ci-après et votre aptitude à les utiliser.

17a. Indicate PC Software (specify) /

Logiciels (préciser)

17b. Computer languages (specify)

Langages informatiques (préciser)

17c. Other office equipment (specify)

Autres machines de bureau (préciser)

EMPLOYMENT HISTORY / EXPERIENCE PROFESSIONNELLE

Starting from your **present** or most recent post, list in reverse order every employment position you have had. Use a separate block for each post. Include service in the armed forces and note any period during which you were not gainfully employed. If more space is required, attach additional pages in the same format. **Please note that it will not suffice to complete these items by simply stating 'refer to curriculum vitae', although a CV may also be enclosed.**

En partant de votre poste **actuel** ou du plus récent, indiquez dans l'ordre chronologique inverse, tous les postes que vous avez occupés. Utilisez une case distincte pour chacun des postes. Mentionnez aussi vos états de service dans les forces armées et **indiquez toute période pendant laquelle vous n'auriez pas exercé d'activité rémunérée**. Continuez au besoin sur des feuilles supplémentaires de même format. **Veillez noter qu'il ne suffit pas simplement de répondre 'voir curriculum vitae', même s'il vous est loisible d'en joindre un à votre formulaire.**

18a. PRESENT EMPLOYMENT/MOST RECENT EMPLOYMENT / EMPLOI ACTUEL OU EMPLOI LE PLUS RECENT

Dates of employment (MM/YY)
Durée d'emploi

From
Du

To
Au

Gross salary per annum
Traitement annuel brut

Starting
De début

Present
Actuel

Type of contract (indefinite, definite duration, temporary, etc.)

Type de contrat (indéterminé, à durée déterminée, temporaire, etc.)

Name and address of employer
Nom et adresse de l'employeur

Place of employment
Lieu d'affectation

Type of business of employer
Activité principale de l'organisme employeur

Title of your position
Titre de votre poste

Number of employees under your direct supervision
Nombre de personnes sous vos ordres

Name and title of your supervisor
Nom et titre de votre supérieur

Duties and responsibilities
Fonctions et attributions

Achievements accomplished
in post
*Réalisations dans le cadre de vos
fonctions*

Languages used in your work
Langues utilisées dans votre travail

Reason for leaving?
Pourquoi avez-vous changé d'emploi ?

Would you retire/resign from your military post, or resign from your current employment, to take up a post with the Organization, or would you apply for leave of absence with/without pay? (specify)

Comptez-vous prendre votre retraite / renoncer à votre statut militaire / démissionner de votre emploi actuel pour entrer à l'OTAN, ou bien demanderez-vous un congé exceptionnel / un congé sans solde? (préciser)

Are you presently employed in a civilian or military capacity? (specify)
Occupez-vous actuellement un poste civil ou un poste militaire? (préciser)

How much notice would you require to report to work?
Dans quel délai pourriez-vous entrer en fonction ou durée du préavis légal?

18b. PREVIOUS POSITION / EMPLOI ANTERIEUR

Dates of employment/*Durée*
*d'emploi*From/*Du*To/*Au*Gross salary per annum
*Traitement annuel brut*Starting
*De début*Present
*Actuel*Name and address of employer
*Nom et adresse de l'employeur*Place of employment
*Lieu d'affectation*Type of business of employer
*Activité principale de l'organisme employeur*Title of your position
*Titre de votre poste*Number of employees under your direct supervision
*Nombre de personnes sous vos ordres*Name and title of your supervisor
*Nom de votre supérieur*Duties and
responsibilities
*Fonctions et attributions*Achievements
accomplished in post*Réalisations dans le cadre
de vos fonctions*Languages used in
your work
*Langues utilisées dans votre
travail*Reason for leaving?
Pourquoi avez-vous changé d'emploi ?

18b. PREVIOUS POSITION / EMPLOI ANTERIEUR

Dates of employment/*Durée*
*d'emploi*From/*Du*To/*Au*Gross salary per annum
*Traitement annuel brut*Starting
*De début*Present
*Actuel*Name and address of employer
*Nom et adresse de l'employeur*Place of employment
*Lieu d'affectation*Type of business of employer
*Activité principale de l'organisme employeur*Title of your position
*Titre de votre poste*Number of employees under your direct supervision
*Nombre de personnes sous vos ordres*Name and title of your supervisor
*Nom de votre supérieur*Duties and
responsibilities
*Fonctions et attributions*Achievements
accomplished in post*Réalisations dans le cadre
de vos fonctions*

Languages used in
your work
Langues utilisées dans votre

Reason for leaving?
Pourquoi avez-vous changé d'emploi ?

18b. PREVIOUS POSITION / EMPLOI ANTERIEUR

Dates of employment/*Durée*
d'emploi

From/*Du*

To/*Au*

Gross salary per annum
Traitement annuel brut

Starting
De début

Present
Actuel

Name and address of employer
Nom et adresse de l'employeur

Place of employment
Lieu d'affectation

Type of business of employer
Activité principale de l'organisme employeur

Title of your position
Titre de votre poste

Number of employees under your direct supervision
Nombre de personnes sous vos ordres

Name and title of your supervisor
Nom de votre supérieur

Duties and
responsibilities
Fonctions et attributions

Achievements
accomplished in post
*Réalisations dans le cadre
de vos fonctions*

Languages used in
your work
*Langues utilisées dans votre
travail*

Reason for leaving?
Pourquoi avez-vous changé d'emploi ?

18b. PREVIOUS POSITION / EMPLOI ANTERIEUR

Dates of employment/*Durée*
d'emploi

From/*Du*

To/*Au*

Gross salary per annum
Traitement annuel brut

Starting
De début

Present
Actuel

Name and address of employer
Nom et adresse de l'employeur

Place of employment
Lieu d'affectation

Type of business of employer
Activité principale de l'organisme employeur

Title of your position
Titre de votre poste

Number of employees under your direct supervision
Nombre de personnes sous vos ordres

Name and title of your supervisor
Nom de votre supérieur

Duties and
responsibilities
Fonctions et attributions

Achievements
accomplished in post
*Réalisations dans le cadre
de vos fonctions*

Languages used in
your work
Langues utilisées dans votre

Reason for leaving?
Pourquoi avez-vous changé d'emploi ?

19. List professional societies to which you belong, and your activities in public or international affairs.
Enumérez les associations professionnelles dont vous êtes membre, vos activités publiques et internationales.

20. List but do not attach any significant publications you have written.
Enumérez, sans les joindre, les rapports significatifs que vous avez rédigés.

21. List your social and sporting activities and other significant abilities or interests.
Activités sociales et sportives/aptitudes ou centres d'intérêt particuliers.

22. List periods spent away from your home country (holidays excluded).
Enumérez vos séjours à l'étranger (vacances non comprises).

Country <i>Pays</i>	Reason for visit or residence <i>Raison du voyage ou du séjour</i>	Dates <i>Dates</i>
		-
		-
		-
		-
		-
		-
		-

23. Would you be willing to accept a post requiring travel into a NATO operational theatre?/Accepteriez-vous un poste impliquant des déplacements vers un théâtre d'opérations de l'OTAN ?

☐ Yes, frequently / *Oui, fréquemment* ☐ Yes, occasionally / *Oui, occasionnellement* ☐ No / *Non*

24. Do you have a disability which could affect your performance at interview and/or which could affect your capacity to carry out in full your duties shown in the vacancy notice?/Souffrez-vous d'une incapacité qui puisse être préjudiciable à la qualité de votre performance lors de votre entrevue ?

☐ Yes/Oui

☐ No/Non

If yes, please outline any reasonable adjustments which you might need at interview and/or to carry out the work shown in the vacancy notice./Dans l'affirmative, veuillez nous informer des dispositions raisonnables que nous pourrions prendre lors de l'entrevue et dans le cadre de l'exercice des fonctions décrites pour le présent poste vacant.

25a. Please provide the names, addresses and telephone numbers of three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under items 18 (a,b,c,d,e). **Note that referees may be contacted without prior notice to candidates.**

Donnez le nom, l'adresse et le numéro de téléphone de trois personnes n'ayant avec vous aucun lien de parenté et connaissant votre moralité et vos titres. Ne mentionnez pas les chefs de service indiqués sous les rubriques 14 et 15. **Veillez noter que l'Organisation pourra prendre contact avec vos répondants sans vous en aviser au préalable.**

Name Nom	E-mail address Adresse du courrier électronique	Telephone Téléphone	Profession Profession
1.			
2.			
3.			

25b. Please provide the name, e-mail, and telephone number of your current or most recent supervisor.

Donnez le nom, l'adresse du courrier électronique et le numéro de téléphone de votre superviseur actuel ou précédent.

Name Nom	E-mail address Adresse du courrier électronique	Telephone Téléphone	Position Poste

Have you any objections to our making inquiries of your current supervisor before a firm offer is made? ☐ Yes ☐ No

Voyez-vous des objections à ce que nous nous mettions en rapport avec votre employeur actuel avant l'offre officielle d'emploi ?

25. State any other relevant facts not covered in this application.

Indiquez tous autres faits utiles non mentionnés dans ce questionnaire.

26. I certify that the statements made by me in the foregoing responses are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on an application for employment or other document requested by the Organization will render a staff member of NATO liable to termination or dismissal.

Je certifie que les déclarations faites par moi en réponse aux questions ci-dessus sont dans toute la mesure où je puis en être certain(e), vraies, complètes et exactes. Je prends note du fait que toute déclaration inexacte ou omission importante dans un questionnaire d'emploi ou toute autre pièce requise par l'Organisation expose un fonctionnaire de l'OTAN au licenciement ou au renvoi.

I am aware that I will have to undergo a prescribed medical examination and that I will be subjected to a security investigation conducted by the competent authorities of the country to which I am a national prior to taking up an appointment with NC3A.

Je suis informé de ce que j'ai à subir un examen médical réglementaire et à me soumettre à une enquête de sécurité menée par les autorités compétentes du pays dont je suis ressortissant avant de pouvoir entrer en fonction à la NC3A.

Date
Date

Place
Lieu

Signature
Signature

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) 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 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>
	<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>	
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) ** - ** - ****