



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. - fax. 06.49862475

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M\_DGCIV  
Prot. nr. 0075334  
Del 27/10/2008  
PARTENZA

## A INDIRIZZI IN ALLEGATO

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

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Segredifesa ha reso noto che è disponibile il posto a status internazionale presso l'OCCAR.

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).

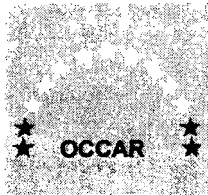
Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N.A655	Divisione-di Programma FSAF-Parigi	Contracts Officer	A3 (equiv.p.e.C2)	inglese	31/12/2008

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

**IL DIRETTORE DELLA DIVISIONE**

(Dirigente Dr.ssa Marina MASSARUTI)

f.to



## OCCAR – EA

### VACANCY NOTICE

**Post:** A655 – Contract Officer  
**Grade:** A3  
**Division:** FSAF  
**Section:** Commercial Section  
**Management of staff:** 0  
**Location:** Paris area, FR  
**Starting date:** 01<sup>st</sup> October 2009  
**Provisional Interview Date:** 09<sup>th</sup> February 2009

#### **Background:**

The scope of the Programme is the definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:

- Surface-to-Air Anti-Missile system (SAAM),
- Surface-to-Air Medium Range Land system (SAMP/T).

The management of this Programme seeks to optimise the use of as many common elements as possible and also gives consideration to the potential to extend the capabilities of the systems.

#### **Duties:**

The Contract Officer will report to the Commercial Section Leader.

The post holder will:

- contribute to the drafting of contracts and related documents and verify consistency of all documents;
- contribute in negotiations with Industry as far as determined with the other Staff Members responsible for the subject-matters of the contract;
- manage the configuration of the entire contract during its preparation;
- provide contractual/legal advice to the CSL/PM regarding the correct execution of the FSAF Programme from contractual point of view;
- manage amended versions of signed FSAF contracts;
- handle contractual issues that may arise during the execution of the FSAF contracts;
- ensure prior to the acceptance of the FSAF deliveries/milestones that the requirements specified in the contract are met;
- prepare, on the basis of the contractual clauses and all the other data provided by the PD Sections, dossiers related to non-acceptance, delivery's updating and penalties of goods and documents subject-matters of the contracts. He/She defines how the acceptance or rejection can be pronounced, in accordance with the Contract terms and conditions;

#### Points of contact:

- Enrico Piromallo di Montebello – FSAF Programme Div. tel: +33 (0)1 5724 8876  
E-Mail: enrico.piromallo-di-montebello@occar.int
- Iain Plunkett - OCCAR HRD tel: +49 228 5502 182  
E-Mail: iain.plunkett@occar.int

- check compliance with internal procedures and related OCCAR OMPs. He/She ensures that deviations from contractual requirements, which are accepted by OCCAR, are recorded formally;
- monitor, through a suitable IT tool, the overall progression of the FSAF Programme and the execution of the contracts;
- if necessary, take temporary additional tasks as required by the Programme Manager.

### **Experience:**

- have at least five years contractual experience, specifically in the field of international commercial law;
- experience in multinational project management is highly desirable;
- have broad experience in military contractual activities;
- have proven ability evidence concerned with contractual activities linked with logistic matters is highly desirable;
- have knowledge of jurisprudence and legal texts governing international organisations;
- knowledge of the civil, fiscal and employment laws of Host Nation.

### **Competences /Skills:**

- executive ability proven through the results attained performing jobs in this field for other national/international organisations;
- excellent interpersonal skills with the ability to interact and communicate at all levels;
- ability to work in a changing, developing and demanding environment;
- excellent team-working skills with the ability to work within an integrated multi-cultural team;
- excellent ability to co-ordinate available resources;
- have the ability to analyse problems, provide solutions and make decisions;
- fluency, orally and written, in the English language;
- good knowledge of Italian and / or French languages is desirable;
- familiarity with business software, including MS Windows, Word, Excel.

### **Qualifications:**

University degree in the activity directly related to the prescribed tasks.

### **Security Clearance:**

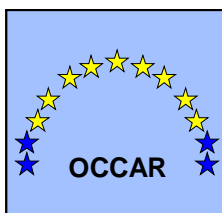
National security clearance at "OCCAR-Secret" level is required for this post.

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Organisation for Joint  
Armaments cooperation  
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Organisation Conjointe de Coopération  
en matière d'Armement

## OCCAR RECRUITMENT FORM

To: Head of Human Resources Division  
OCCAR – EA, Postfach 1328, 53003 Bonn, Germany

**PLEASE TYPE OR PRINT CLEARLY IN INK**

<b>1. PERSONAL INFORMATION</b>		RECENT PHOTOGRAPH
Mr. Mrs. Miss NAME (surname): (first names):  NAME AT BIRTH:  MAIDEN NAME (if appropriate):  PK/Insee No./Staff No./Matricola No.:		
DATE/PLACE OF BIRTH (please provide a copy of your passport or Identity card) Day: Month: Year: City: County: Country:		
<b>2. NATIONALITY</b> <b>Present Nationality:</b> Has your nationality ever changed or is it in the process of being changed? No <input type="checkbox"/> Yes <input type="checkbox"/> (please provide certified copy of naturalisation decree for new nationality) (explain the reasons for changing)  Do you have dual nationality No <input type="checkbox"/> Yes <input type="checkbox"/> Which? Explain:		
<b>3. RESIDENCE</b> Present address (to which correspondence should be sent):  Home address (if different from above):  How long have you lived in your present country of residence?	Telephone / -fax: Home: Office: Can we call you at your office? No <input type="checkbox"/> Yes <input type="checkbox"/>  E-mail:	
<b>4. MARITAL STATUS</b> <input type="checkbox"/> 1. Married (Date: ) <input type="checkbox"/> 2. Separated (Date: ) <input type="checkbox"/> 3. Divorced (Date: ) <input type="checkbox"/> 4. Widow(er) <input type="checkbox"/> 5. Single If married, does your spouse work? No <input type="checkbox"/> Yes <input type="checkbox"/> If so, where? Job title:		

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**5. RELATIVES**

Give names of spouse and any dependants

1. Spouse
2. Children (including adopted)
3. Other dependants for whom you are legally responsible

NAME	FIRST NAME	RELATIONSHIP Indicate No. & Marital Status	DATE OF BIRTH D/M/Y	COUNTRY OF BIRTH	NATION-ALITY	CURRENT ADDRESS

**6. LANGUAGES \***

Mother tongue:

	Speaking	Understanding	Reading	Writing
English				
French				
German				
Italian				

Other languages:


\* Grade as: Fluent / Good / Fair / Poor

**7. HAVE YOU EVER PREVIOUSLY APPLIED FOR A POST IN OCCAR?**

If so, please state the approximate date of application, and for which post.

Were you interviewed?      No       Yes

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**8. EDUCATION**

	Name and Location	Dates from to	Major subjects	Degree or other diploma
Senior / High Secondary School				
College or University				

Please provide a copy of your highest certificate or diploma

**OTHER PROFESSIONAL QUALIFICATIONS, MEMBERSHIP OF BUSINESS OR PROFESSIONAL ASSOCIATIONS**

Qualification received	Awarded by	Subject	Length of study	Date

**9. Append a list of theses, patents, publications and other significant work you have done. Please do not send copies.**

**10. KNOWLEDGE OF COMPUTER EQUIPMENT**

Software, hardware, word processing systems (Indicate which)

**11. ARE YOU A CIVIL SERVANT?** National No  Yes   
International No  Yes

If so, what are your duties and grade?

Do you have the right of return to your present post? No  Yes

Do you have a security clearance? No  Yes

If so, what level?

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

**Name:** \_\_\_\_\_ **First Name(s):** \_\_\_\_\_

<b>12.1 PRESENT EMPLOYMENT</b>		
COMPANY / ADDRESS		PRESENT POSITION
Dates from:                      to:	Name and position of person to whom you report	Annual salary (gross)  Annual salary (net) after tax and social security contributions  Other benefits in kind
Number of people reporting directly to you, or for whom you are responsible		Yearly budget responsibility (if appropriate):
Describe duties and scope of responsibilities:		
How much notice must you give to leave?		
Reasons for leaving		
Do you have any objections to our making inquiries of your present employer?                      No <input type="checkbox"/> Yes <input type="checkbox"/>		
<b>12.2 PREVIOUS EMPLOYMENT</b>		
COMPANY / ADDRESS		POSITION HELD
Dates from:                      to:	Name and position of person to whom you reported	Annual salary (gross)  Annual salary (net) after tax and social security contributions  Other benefits in kind
Number of people reporting directly to you, or for whom you are responsible		Yearly budget responsibility (if appropriate):
Describe duties and scope of responsibilities:		
Reasons for leaving		
Do you have any objections to our making inquiries of your previous employer?                      No <input type="checkbox"/> Yes <input type="checkbox"/>		



**- STAFF IN CONFIDENCE WHEN COMPLETED -**

**Name:** \_\_\_\_\_ **First Name(s):** \_\_\_\_\_

**15. REFERENCES**

Not relatives

Name	Position	Address	May be contacted before interviews?
			No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>

**16. HAVE YOU ANY RELATIVES OR ACQUAINTANCES WORKING IN OCCAR?**

If so, please specify

**17. HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?**

**18. I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. ALL INFORMATION WILL BE TREATED CONFIDENTIALLY FOR OCCAR INTERNAL USE ONLY**

Date:

Signature:

FOTOGRAFIA

MOD. 1/A

**SCHEDA BIOGRAFICA (fac-simile)**  
- Parte Prima -

1 <u><b>CODICE FISCALE</b></u>		2 <u><b>FORZA ARMATA</b></u>	
3 <u><b>COGNOME</b></u>	4 <u><b>NOME</b></u>	5 <u><b>GRADO E ARMA</b></u>	6 <u><b>CATEGORIA E RUOLO</b></u>
7 <u><b>DATA DI NASCITA</b></u>	8 <u><b>LUOGO DI NASCITA</b></u>	9 <u><b>SESSO</b></u>	10 <u><b>STATO DI FAMIGLIA</b></u> (1)

11 <u><b>SCUOLA DI FORMAZIONE</b></u> (2)		12 <u><b>ANZIANITA'</b></u>	
		A <u><b>DI GRADO</b></u>	B <u><b>DI SERVIZIO</b></u>
13 <u><b>INCARICO ATTUALE</b></u>	14 <u><b>DATA DI ASSUNZIONE</b></u>	15 <u><b>INCARICO PRECEDENTE</b></u>	16 <u><b>DATA DI ASSUNZIONE</b></u>
17 <u><b>ALTRI PRINCIPALI INCARICHI</b></u> (3) (in ordine cronologico) <b>a. in ambito Nazionale:</b>		<u><b>GRADO</b></u>	<u><b>PERIODI</b></u>
<b>b. in ambito interforze e/o Internazionale:</b>			

(data) \*\* - \*\* - \*\*\*\*

<b>18</b>	<b><u>TITOLI DI STUDIO</u></b> (4)			
<b>19</b>	<b><u>CORSI SUPERIORI DI FORMAZIONE DI F.A. E/O INTERFORZE</u></b> (5)		<b><u>PERIODI ED ESITO</u></b>	
	<b><u>ALTRI CORSI</u></b> (6)		<b><u>PERIODI ED ESITO</u></b>	
<b>20</b>	<b><u>LINGUE ESTERE</u></b>		<b><u>GRADO DI CONOSCENZA E ANNO</u></b>	
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
<b>21</b>	<b><u>ABILITAZIONE INFORMATICA</u></b>			
a. Programmatore (6):			Corso:	
b. Analista (6):			Corso:	
<b>22</b>	<b><u>CONOSCENZA INFORMATICA</u></b>			
a. PC:		b. Sistemi Operativi:		
c. Word Processor:		d. Software:		
e. Altro:				

23		<b><u>ONORIFICENZE E RICOMPENSE</u></b>	
24		<b><u>PUBBLICAZIONI</u></b> (6)	
25	<b><u>POSIZIONE IN GRADUATORIA</u></b> (7)	26	<b><u>ESITO DELLE VALUTAZIONI AL GRADO SUPERIORE</u></b>
	<b><u>** SU **</u></b>		
27 <b><u>QUALIFICHE RIPORTATE NELLA VALUTAZIONE CARATTERISTICA RELATIVA AI PRINCIPALI INCARICHI INDICATI E COMUNQUE DEGLI ULTIMI 10 ANNI</u></b>			
28 <b><u>PRECEDENTI DISCIPLINARI DEGLI ULTIMI 5 ANNI</u></b>			
a. Provvedimenti di corpo: _____ durata _____ anno _____			
b. Provvedimenti di stato: _____ durata _____ anno _____			
c. Negativo: _____			
29 <b><u>PRECEDENTI PENALI</u></b>			
30	<b><u>NULLA OSTA DI SEGRETEZZA</u></b> (8)	31	<b><u>DATA DI SCADENZA</u></b>
	<input type="checkbox"/> SI		
	Barrare la casella di inter		
		<input type="checkbox"/> NO	
30 <b><u>ASSICURA LA PERMANENZA NELL'INCARICO?</u></b> (9)			
	<input type="checkbox"/> SI	Barrare la casella di interesse	<input type="checkbox"/> NO

**INFORMAZIONI AGGIUNTIVE** (10)

*Ai sensi della Legge 675 / 96 i dati personali contenuti in questo modulo saranno trattati esclusivamente per lo svolgimento dei compiti di ufficio e non saranno comunicati o diffusi a soggetti non appartenenti all'Amministrazione Difesa.*

***Firma di convalida*** (11)

**Note:**

- (1) Se coniugato con prole, indicare il numero dei figli.
- (2) Indicare il Corso Normale d'Accademia (Militare, Navale o Aeronautica) o l'Istituto/Corso di Formazione (es: Scuola di Applicazione - Corso per Ufficiali del Corpo Tecnico; Accademia Navale - Corsi Ruoli Speciali/Nomina Diretta; Scuola di Applicazione A.M. - Corso Allievi Ufficiali di Complemento; Scuola Allievi Sottufficiali; ecc.).
- (3) Per gli incarichi di comando, menzionare i periodi svolti a partire dal C.do di Btg od equivalente a seconda della F.A. di appartenenza.
- (4) Per i provenienti dai Corsi Normali dell'Accademia, oltre all'eventuale Diploma di Laurea conseguito al termine del Corso, indicare anche il Diploma di Scuola Media Superiore di ingresso.
- (5) Es: Scuola di Guerra (S.G.); Istituto di Guerra Marittima (I.G.M.); Scuola di Guerra Aerea (S.G.A.); Istituto Superiore Stati Maggiori Interforze (I.S.S.M.I.); Istituto Alti Studi per la Difesa (I.A.S.D.); ecc.
- (6) Menzionare solo quelli riportati a matricola.
- (7) Per gli Ufficiali del Ruolo Normale, l'attuale posizione nella graduatoria del corso di appartenenza; per il Ruolo Speciale, la posizione indicata negli annuari di FA a parità di anzianità di spallina.
- (8) Specificare se l'interessato possiede il livello di NOS previsto per l'incarico barrando la casella **SI** o **NO** e indicando solo la data di scadenza. Qualora diverso da quello previsto, specificare la data di inoltro della richiesta di elevazione/rinnovo.
- (9) Se non diversamente specificato, 3 anni per gli Ufficiali, 5 anni per i Sottufficiali. In caso contrario specificarne le motivazioni nel campo "Informazioni Aggiuntive".
- (10) Evidenziare tutti gli elementi che concorrono a rendere idoneo il candidato per la posizione cui viene proposto e fornire una previsione sugli impegni che la F.A. ha previsto nel breve/medio termine (es. periodi di impiego fuori area e/o corsi attinenti l'iter formativo quali ISSMI ed altri specifici di F.A.).
- (11) Capo Ufficio dell'Organo di impiego o suo delegato.

**Grado COGNOME Nome**

**(data) \*\* - \*\* - \*\*\*\***