



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

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M_DGCIV

Prot. Nr. 54032

Del 06/08/2009

PARTENZA

A

INDIRIZZI IN ALLEGATO

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

IL Segretariato Generale della Difesa e Direzione Nazionale degli Armamenti ha reso noto che è disponibile il posto a status internazionale presso l'OCCAR di cui alla tabella sottoindicata.

Il personale interessato potrà presentare la propria candidatura mediante la compilazione degli appositi moduli (application forms in duplice copia in inglese) corredati dalla copia del bando di concorso e dei documenti di volta in volta richiesti nel bando stesso (curriculum vitae, scheda biografica in italiano in originale), 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).**

Le candidature, corredate dalla relativa documentazione e anche su supporto informatico (formato PDF) dovranno pervenire a questa Direzione Generale - 3° Reparto - 8^ Divisione -1^ Sezione- improrogabilmente entro la data indicata nella citata tabella.

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. B009	Bonn (Germania)	" Personnel Management Assistant 1 "	Grado-B4 (equiv.p.e.B2)	inglese	16/10/2009

IL DIRETTORE DELLA DIVISIONE
(Dirig. dr.ssa Marina MASSARUTI)

f.to



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	B009 – Personnel Management Assistant 1
Grade	B4
Division	Human Resources
Section	Personnel Management
Management of Staff	0
Location	Bonn, Germany
Start Date	01 February 2010
Interview Date	Week commencing 23 rd November 2009

1. Background

The Human Resource Division is responsible for the implementation of the Human Resource Management Process. The purpose of the Division is to ensure that the necessary human resources are provided and managed in a cost-effective manner, in order to enable OCCAR-EA to meet its strategic objectives. The Division also has the responsibility to contribute to the promotion of morale and efficiency throughout the Organisation by providing an efficient and responsive personnel service. The Personnel Management Section is responsible for all administrative tasks related to the recruitment, integration and ongoing personnel administration requirements of the staff members.

2. Duties

The incumbent will report to the Personnel Management Section Leader (PMSL) and assist him/her in all areas of personnel management (particularly recruitment, leave management and local administration).

In particular, he / she will:

Vacancy notice B009 – Personnel Management Assistant 1

July 2009

Points of contact

1 - Iain Plunkett – HRD
2 - Björn Rönnau – HRD

Tel: +49 228 5502 181, E-mail: iain.plunkett@occar.int
Tel: +49 228 5502 182, E-mail: bjoern.roennau@occar.int



ISO 9001:2000 Certified

- Maintain personnel records.
- Assist the PMSL in all administrative issues related to the recruitment process including:
 - * Preparation or update of Vacancy Notices
 - * Issue of Vacancy Notices for the advertisement of posts, collection of applications, issue of invitations for interview of candidates, arrangement for interviews, drafting of interview reports.
- Assist the PMSL in all administrative issues related to the appointment of selected personnel including:
 - * pre-appointment arrangements
 - * in processing arrangements
- Maintain leave / days off records of staff members (entitlement, authorisations, follow-up).
- Carry out secretarial functions for personnel management issues such as:
 - * drafting and, once approved, issue of correspondence.
 - * contributing to the drafting of papers like job descriptions, organisational charts, staff reports, presentations, etc.
- Support staff on personal issues in accordance with OCCAR-EA personnel regulations and procedures and provide assistance with local administration issues, liaising with local German authorities as necessary.
- Provide back up for post B010 (Personnel Management Assistant 2) where necessary.
- Other ad-hoc tasks as required.

3. Knowledge and Experience

- Good knowledge of the administration of personnel.
- Good knowledge of national/international personnel regulations/policy.
- Previous experience in other international organisations is desirable.
- Proven capability to draft papers, letters and documents sometimes to tight deadlines.

4. Competences / Skills

- Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.
- Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations.
- The ability to work in a changing, developing and demanding environment.
- The ability to work independently based on objectives set by the Personnel Management Section Leader.
- The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software. Knowledge of Navision would be an advantage.
- Fluency, orally and written in the English language.
- Adequate knowledge of other OCCAR languages, particularly German is highly desirable.

5. Security Clearance

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

ELENCO INDIRIZZI ALLEGATO ALLA CIRCOLARE N.**DEL**

DIFESA GABINETTO	ROMA
SEGRETERIE SOTTOSEGRETARI DI STATO ALLA DIFESA	LORO SEDI
SEGREDIFESA AA.GG.	ROMA
SEGREDIFESA – U.G.G.E.A.T.I	ROMA
CENTRO ALTI STUDI DIFESA	ROMA
SUPERCONSIGLIO	ROMA
SUPERPROCURAMILES	ROMA
PROCURAGENCORTMILES	ROMA
CORTMILES	ROMA
TRIBUNAMILE SORVEGLIANZA	ROMA
CONSIGLIO MAGISTRATURA MILITARE	ROMA
BILANDIFE	ROMA
ISPEDIFE	ROMA
PERSOMIL	ROMA
PREVIMIL	ROMA
TERRARM	ROMA
NAVARM	ROMA
ARMAEREO	ROMA
TELEDIFE	ROMA
GENIODIFE	ROMA
COMMISERVIZI	ROMA
DIFESAN	ROMA
CIVILSCUOLADIFE	ROMA

ALL' U.D.G. - URP

INTERNO

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PREVIMIL	ROMA
TERRARM	ROMA
NAVARM	ROMA
ARMAEREO	ROMA
TELEDIFE	ROMA
GENIODIFE	ROMA
COMMISERVIZI	ROMA
DIFESAN	ROMA
CIVILSCUOLADIFE	ROMA

ALL' U.D.G. - URP

INTERNO

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>
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<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>	