



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

r3d8s0@persociv.difesa.it

M_DGCIV
Prot. Nr. 9128
Del 09/02/2009
PARTENZA

A INDIRIZZI IN ALLEGATO

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

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.A006 | Bonn (Germania) | "Business Planning Section Leader" | A4 (equiv.p.e.C3) | inglese | 02/03/2009 |

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: A006 - Business Planning Section Leader
Grade: A4
Division / Office: Business Development Strategy, Planning & Reporting Office
Section: Business Planning
Management of staff: 1
Location: Bonn, Germany
Starting date: 1st May 2009
Provisional Interview Date: Week commencing 30th March 2009

Background

The Business Development Strategy, Planning & Reporting Office (BDSPRO) supports the Director in the formulation of a corporate strategy, establishes the OCCAR-EA Business Plan, leads in OCCAR-EA business development, develops, maintains and implements a corporate performance management policy, leads in OCCAR-EA planning and reporting. The BDSPRO is headed by the OCCAR-EA Deputy Director.

Duties

The Business Planning Section Leader will report directly to the Deputy Director in his role as Head of Business Development Strategy, Planning & Reporting and will be responsible for:

- Initiating and coordinating the annual business planning cycle, more specifically:
 - Establishing the OCCAR-EA Annual Report;
 - Contributing to the annual Management Review in accordance with the ISO 9001 standard, in particular by analysis data relating to business performance in the past year and identifying opportunities for innovation or improvement for the following year;
 - Gathering and coordinating inputs from the Programme Managers and Heads of Division to prepare the draft OCCAR Business Plan, in cooperation with the Central Office Divisions involved in the resources planning cycle;
 - Staffing the draft Business Plan internally and externally and, once the Plan has been approved by the Board of Supervisors, ensuring the production and dissemination of the Business Plan brochure;

Vacancy notice A006

February 2009

Points of contact:

- Georges Peene – Deputy Director

Tel: +49 (0)228 5502 102 E-Mail: georges.peene@occar.int

- Iain Plunkett – Human Resources Division

Tel: +49 (0)228 5502 182 E-Mail: iain.plunkett@occar.int

- Ensuring that OCCAR Management Procedures and Internal Procedures relating to business planning and reporting are kept up to date;
- Facilitating the customer satisfaction workshops between OCCAR-EA and the corporate and Programme Committees;
- Preparing the annual Staff Survey and analysing its results;
- Identifying and managing risks (threats and opportunities) in the business planning and reporting domain.
- Contributing to internal communication, more specifically:
 - Planning and preparing staff meetings and supporting other meetings and working groups pertaining to internal communication;
 - Producing the OCCAR-EA Core Brief and contributing to other communication channels and tools.
- Providing reports on his/her activities to the Head of Office.
- Supporting the Director and the Head of Office on wider issues as the need arises.

Experience/Knowledge

- Detailed knowledge of strategic and performance management, in particular the Balanced Scorecard methodology and of programme/project risk management;
- Experience in the development of concepts, policies and strategies, as well as action plans;
- Experience in developing business plans and in establishing and monitoring targets;
- Experience in business reporting to high-level audiences;
- Knowledge of Relational Database Management Systems, Performance Management and Business Intelligence software would be an asset. Should the postholder not possess such knowledge, then he/she will be expected to attend training courses on these subjects;
- Experience of defence procurement programmes and related forward planning and forecasting;
- A keen awareness of the European Defence environment.

Vacancy notice A006

February 2009

Points of contact:

- Georges Peene – Deputy Director

Tel: +49 (0)228 5502 102

E-Mail: georges.peene@occar.int

- Iain Plunkett – Human Resources Division

Tel: +49 (0)228 5502 182

E-Mail: iain.plunkett@occar.int

Competences/Skills

- The ability to establish and maintain excellent 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.
- The ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process and be able to synthesise issues for discussion and resolution with high-level audiences.
- The ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- The ability to work in a changing, developing and demanding environment.
- The ability to use Computer and Information and Communication Technology (ICT) facilities, with good working knowledge of MS Office software, particularly Excel & Project.
- Fluency, orally and written, in the English language.
- Adequate knowledge of other OCCAR languages is highly desirable.

Qualifications

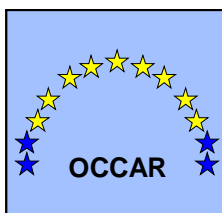
A university degree or equivalent relating to the prescribed tasks is highly desirable.

Security Clearance

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

Points of contact:

- Georges Peene – Deputy Director Tel: +49 (0)228 5502 102 E-Mail: georges.peene@occar.int
- Iain Plunkett – Human Resources Division Tel: +49 (0)228 5502 182 E-Mail: iain.plunkett@occar.int



Organisation for Joint
Armaments cooperation

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

| | | |
|--|---|----------------------|
| 1. PERSONAL INFORMATION | | 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: | | |
| 2. NATIONALITY Present Nationality: 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: | | |
| 3. RESIDENCE 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: | |
| 4. MARITAL STATUS <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):** _____

| 12.1 PRESENT EMPLOYMENT | | |
|---|---|---|
| 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"/> | | |
| 12.2 PREVIOUS EMPLOYMENT | | |
| 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): _____

12.3 PREVIOUS EMPLOYMENT

| | | | |
|---|---|---|--|
| 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"/> | | | |

IF YOU HAVE HELD MORE THAN THREE POSITIONS, PLEASE GIVE DETAILS ON A SEPARATE SHEET.

13. MILITARY SERVICE

Have you completed your military service No Yes

If yes, from: to: Last military rank/Duties:

If not, give reasons.

14. Please describe below your experience in the field of your specialisation. If you are applying for a particular post, kindly mention any experience which relates specifically to the requirements of the post as well as to the conditions laid down for the eligibility, as stipulated in the vacancy notice

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

| | | | |
|---|--|---|--|
| 11 <u>SCUOLA DI FORMAZIONE</u> (2) | | 12 <u>ANZIANITA'</u> | |
| | | A <u>DI GRADO</u> | B <u>DI SERVIZIO</u> |
| 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) | 26 | <u>ESITO DELLE VALUTAZIONI AL GRADO SUPERIORE</u> |
| | <u>** SU **</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> |
| | <input type="checkbox"/> SI | | |
| | Barrare la casella di inter | | |
| | <input type="checkbox"/> NO | | |
| 30 <u>ASSICURA LA PERMANENZA NELL'INCARICO?</u> (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) ** - ** - ****

