



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M\_DGCIV  
Prot. Nr 1669  
Del 13/01/2009  
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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Stamadifesa ha reso noto che sono disponibili i posti a status internazionale presso la NATO.

Il personale interessato potrà presentare la propria candidatura mediante la compilazione degli appositi moduli (application forms in triplice copia sia in italiano, sia in inglese) corredati dalla copia del bando di concorso e dei documenti di volta in volta richiesti nel bando stesso (curriculum, scheda biografica ecc.) che possono essere scaricati direttamente dal sito di questa Direzione Generale: [http:// www.persociv.difesa.it](http://www.persociv.difesa.it). *(nella sezione circolari ed altra documentazione).*

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N.CCC-CSO 0090	Shape (Belgio)	Software Engineer	A2- (equiv.p.e. C1)	inglese	15/01/2009
N.CCC-CSO 0120	Shape (Belgio)	Programmer (Software Implementation)	B5-(equiv.p.e.B3)	inglese	15/01/2009
N.OAF-CEX 0030	Shape (Belgio)	Software Integration Specialist	B3-(equiv.p.e.B2)	inglese	15/01/2009

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

**IL DIRETTORE DELLA DIVISIONE**

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

**Vacancy Number: A10/1008**

**Post Number: CCC CSO 0090**

**Job Title: SOFTWARE ENGINEER**

**NATO Grade: A-2**

**Basic Monthly Salary (12 x per year): 4.690,19 €, tax free**

**Closing Date: 30 JANUARY 2009**

**GENERAL BACKGROUND:**

An element of the NC3 Organisation (NC3O), the NATO CIS Services Agency (NCSA) conclude, on its behalf, formal agreements with NATO bodies, NATO member states or any group of states. NCSA provides approved CIS services to authorised NATO users according to service level specifications. Located at the Supreme Headquarters Allied Powers Europe (SHAPE) the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO).

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Division:** System management

**POST CONTEXT**

The NATO CIS Services Agency (NCSA) provides secure end-to-end CIS services and support to NATO and NATO nations. System Management Division is responsible to Director of Operations for managing, planning and providing system support and integrated engineering support for all NCSA CIS systems. Mission Dedicated Systems Branch is responsible to Head System Management Division for managing the life cycle system support and integrated engineering support for the Communication and Information Systems (CIS) and networks and other standalone systems assigned to the Mission Dedicated Systems Branch. Logistics Systems is responsible to Head Mission Dedicated Systems Branch for providing all Logistics Functional Area System services; provides specialist technical assistance on- and off-site to internal and external organisational elements. Within the Logistics Systems Section of the Mission Dedicated System Branch the incumbent provides all aspects of software maintenance support to assigned Logistics Functional Area Services systems, e.g ADAMS, ACROSS, LOGREP, EVE, CORSOM, NDSS, CNAFS.

**REPORTS TO**

Section Head (Logistics Section), CCC CSL 0010.

**PRINCIPAL DUTIES**

The incumbent's duties are:

1. Responsible for software applications of assigned NATO information systems.
2. He/she:
  - a. Performs the analysis, design, implementation and maintenance of authorised software changes, related applications software and the integration/tailoring of vendor supplied components, following established procedures for quality, configuration control, testing, documentation and security.
  - b. Provides expeditious support services (including technical help desk and emergency on-site assistance) to ensure key information systems remain operational.
  - c. Assists in the maintenance of the operational and support environments for the software of all assigned systems.

- d. Performs analysis, detailed problem diagnosis/resolution, programming, testing, writing documentation and participating in reviews, walkthroughs and audits.
- e. Participates in the definition, acquisition and implementation of new system engineering requirements.
- f. Co-operates with appropriate authorities on QA and Configuration Control issues.
- g. Monitors design, program and interface specifications during acquisition and operation phase and maintains user and system documentation during operational phase.
- h. Produces Statement of Work for outsourced software maintenance activities and monitors its development progress.
- i. On behalf of NCSA supervises the acceptance of outsourced software maintenance activities.

Legal authority is held: None

Budget authority is held: Prepares maintenance budget requirements for submission to the Budget Process.

Decision authority is held: None

Supervisory duties: Is normally required to supervise B and OR grades.

### **ADDITIONAL DUTIES**

The incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

The incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

### **QUALIFICATIONS**

#### **A. ESSENTIAL QUALIFICATIONS**

##### **1. Professional/Experience**

A minimum of at least five years practical experience with modern software design methodologies, e.g. Object Oriented Analysis and Object Oriented Design (OA/OOD), within the most recent years, as a programmer in software maintenance or software development activities using modern software programming environments and high order languages (C++, C#, Visual Studio.Net); including program design, debugging, system integration, testing, database design and maintenance.

Experience in all Lifecycle aspects of Information Systems to achieve effective system development and deployment.

Extensive knowledge of System Analysis principles used to perform Information Systems development.

Broad and sound technical knowledge and experience in distributed Information Systems as they are applied to the modern management information and Command and Control Information Systems.

Detailed knowledge of architectural design as applied to computer systems.

Sound technical knowledge on wide area networks and local area networks:

- a. Practical experience in the design, development, implementation, testing and maintenance of software for modern information systems in a LAN/WAN environment.
- b. Practical experience in the use of modern concepts for project management, configuration management, quality assurance and testing.
- c. Knowledge of the operating systems and application development environments to include programming languages and databases that are currently used for the modern information

systems. (Note: currently in use are Windows 2003 and Windows XP operating systems, Visual C++, MS Visual Studio, C#, Visual Studio .NET development environments and Relational Database Management Systems (RDMS) such as PostgreSQL, Microsoft SQL Server, Sybase or ORACLE).

d. Practical experience with relational database modelling and design with sound knowledge of SQL (currently in use: MS SQL Server, Sybase, PostgreSQL).

Practical experience in the design, development, implementation, testing and maintenance of software for modern information systems in a LAN/WAN environment.

Practical experience in the use of modern concepts for project management, configuration management, quality assurance and testing.

Knowledge of the operating systems and application development environments to include programming languages and relational database systems that are currently used for modern information systems applied to building WEB orientated applications.

## **2. Education/Training**

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

## **3. Language**

English SLP 3333 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

## **4. Standard Automatic Data Processing Knowledge**

Word Processing:	Working Knowledge
Spreadsheet:	Working Knowledge
Graphics Presentation:	Working Knowledge
Database:	Working Knowledge
eMail Clients/Web Browsers:	Working Knowledge
Web Content Management:	Working Knowledge

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

Specialisations:

a. Capability to embed third party commercial software components.

b. Use of CASE tools and automated test tools in visual and object oriented programming environment (3+GL/4GL).

c. Specific Experience: Knowledge and practical experience of Windows Vista, Windows XP, Windows 2003, MOSS.

d. Use of CASE tools (currently in use: PVCS Tracker, Test Director, Win Runner, Enterprise Architect, Rational Rose, PVCS).

e. Experience with office automation software and in the customisation of commercial-off-the-shelf packages (COTS).

f. Knowledge of modern operating systems both as a programmer and a system administrator (currently in use: WIN 2003, WIN XP, VISTA).

g. Knowledge of System Installation Tools (Install Shield, Demo Shield).

### **2. Education/Training**

Demonstrable evidence in maintaining knowledge of advances in IS engineering.

Post Graduate diploma in an IS engineering related subject.

Member of a recognized professional body or institution.

Courses:

NATO CIS Orientation - NATO CIS School (NCISS-101)

NATO Staff Officer Orientation Course (NU Rel PfP MD EU) - NATO School Oberammergau (DEU) - (M-5-32)

### **3. Language – N/A**

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

Requires a high degree of tact, perseverance and persuasion to influence discussions and ensure that technically sound decisions are made. Able to use own initiative when required to work away from SHAPE without direct supervision. Must be able to perform software maintenance tasks following standard maintenance procedures, which include formal reviews and walkthroughs. Original thought and sound judgement required to perform detailed analysis of system problems to devise corrective measures and to interpret and satisfy user requirements.

### **2. Managerial Responsibilities**

There are no first line reporting responsibilities.

### **3. Professional Contacts**

Frequent internal and external contacts with OF3/OF4 level staff at other SHAPE divisions and subordinate ACO Headquarters to discuss and resolve software issues and provide technical guidance to higher level operational and system management staff on system matters. This requires a high degree of tact, perseverance and persuasion to influence the discussions and ensure that technically sound decisions are made.

### **4. Contribution to the Objectives**

Originates corrective, adaptive and perfecting software changes to resolve system problems on supported NATO/ACO information and communications systems which process highly sensitive data and must be operational at all times.

### **5. Work Environment**

The work is normally performed in a typical Office / Secure Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorised as: Light Risk of Injury.

## **D. REMARKS – N/A**

**NOTE:** Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a one-year definite duration contract with the possibility of a further series of three 3-year definite duration contracts.

**Vacancy Number: B14/1008**

**Post Number: CCC CSO 0120**

**Job Title: Programmer (Software Implementation)**

**NATO Grade: B-5**

**Basic Monthly Salary (12 x per year): 3.756,71 €, tax free**

**Closing Date: 30 January 2009**

**GENERAL BACKGROUND:**

An element of the NC3 Organisation (NC3O), the NATO CIS Services Agency (NCSA) conclude, on its behalf, formal agreements with NATO bodies, NATO member states or any group of states. NCSA provides approved CIS services to authorised NATO users according to service level specifications. Located at the Supreme Headquarters Allied Powers Europe (SHAPE) the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO).

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Division:** System Management

**POST CONTEXT**

The NATO CIS Services Agency (NCSA) provides secure end-to-end CIS services and support to NATO and NATO nations. System Management Division is responsible to Director of Operations for managing, planning and providing system support and integrated engineering support for all NCSA CIS systems. Mission Dedicated Systems Branch is responsible to Head System Management Division for managing the life cycle system support and integrated engineering support for the Communication and Information Systems (CIS) and networks and other standalone systems assigned to the Mission Dedicated Systems Branch. Logistics Systems is responsible to Head Mission Dedicated Systems Branch for providing all Logistics Functional Area System services; provides specialist technical assistance on- and off-site to internal and external organisational elements. Within the Logistics Systems Section of the Mission Dedicated System Branch the incumbent provides all aspects of software support to assigned Logistics Functional Area Services systems, e.g ADAMS, ACROSS, LOGREP, EVE, CORSOM, NDSS.

**REPORTS TO**

Section Head (Operations and Logistics Section), CCC CSO 0010.

**PRINCIPAL DUTIES**

The incumbent's duties are:

1. Responsible for software applications of assigned NATO information systems.
2. He/she:
  - (A) Performs the analysis, design, implementation and maintenance of authorised software changes, related applications software and the integration/tailoring of vendor supplied components, following established procedures for quality, configuration control, testing, documentation and security.
  - (B) Provides expeditious support services (including technical help desk and emergency on-site assistance) to ensure key information systems remain operational.
  - (C) Assists in the maintenance of the operational and support environments for the software of all assigned systems.

- (D) Performs analysis, detailed problem diagnosis/resolution, programming, testing, writing documentation and participating in reviews, walkthroughs and audits.
- (E) Co-operates with appropriate authorities on QA and Configuration Control issues.
- (F) Maintains user and system documentation.

Legal authority is held: None  
 Budget authority is held: None  
 Decision authority is held: None  
 Supervisory duties: None

**D. ADDITIONAL DUTIES**

The incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

May be called upon to perform like duties elsewhere in the Headquarters, according to the exigencies of the service.

**A. ESSENTIAL QUALIFICATIONS**

**1. Professional/Experience**

- (A) A minimum of at least three years practical experience within the most recent years, as a programmer in software maintenance or software development activities; including program design, debugging, system integration, testing, database design and maintenance.
- (B) Experience in all Lifecycle aspects of Information Systems to achieve effective system development and deployment.
- (C) Extensive knowledge of System Analysis principles used to perform Information Systems development.
- (D) Broad and sound technical knowledge and experience in distributed Information Systems as they are applied to the modern management information and Command and Control Information Systems.
- (E) Detailed knowledge of architectural design as applied to computer systems.
- (F) Sound technical knowledge on wide area networks and local area networks.
- (G) Practical experience in the design, development, implementation, testing and maintenance of software for modern information systems in a LAN/WAN environment.
- (H) Practical experience in the use of modern concepts for configuration management, quality assurance and testing.
- (I) Knowledge of the operating systems and application development environments to include programming languages and relational database systems that are currently used for modern information systems.

**2. Education/Training**

Higher Secondary education and completed higher vocational training leading to a formal technical or professional certification with 3 years function related experience, or a Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related experience.

**3. Language**

English SLP 3322 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

**4. Standard Automatic Data Processing Knowledge**

Word Processing:	Working Knowledge
Spreadsheet:	Working Knowledge
Graphics Presentation:	Working Knowledge
Database:	Working Knowledge
eMail Clients/Web Browsers:	Working Knowledge
Web Content Management:	Working Knowledge

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

(A) Specialisations: Knowledge of and practical experience with high order or object oriented programming language e.g. Java, C++, C# .

Knowledge of and practical experience with Web-based services.

(B) Sound knowledge and practical experience in the design, development, implementation, testing and maintenance of software using high order language.

(C) Sound knowledge and practical experience of the capability and features of modern software systems.

Specific Experience:

(A) Knowledge and practical experience of Windows XP, Windows 2003, MOSS.

(B) Experience with modern software programming environments and high order languages (C++, C#, Visual Studio.Net).

(C) Knowledge of relational database including SQL (currently in use: MS SQL Server, Sybase).

(D) Use of CASE tools (currently in use: PVCS Tracker, Test Director, Win Runner, Enterprise Architect, Rational Rose, PVCS).

(E) Experience with office automation software and in the customisation of commercial-off-the-shelf packages (COTS).

(F) Knowledge of modern operating systems both as a programmer and a system administrator (currently in use: WIN 2000, WIN 2003, WIN XP).

(G) Knowledge of System Installation Tools (Install Shield, Demo Shield).

(H) Knowledge of database modelling and design.

### **2. Education/Training**

(A) Demonstrable evidence in maintaining knowledge of advances in IS engineering.

(B) Member of a recognized professional body or institution.

(C) Course:

NATO CIS Orientation - NATO CIS School (NCISS-101)

### **3. Language – N/A.**

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

The incumbent must display sound effective intelligence and judgment in choosing, among available hardware and software resources, the appropriate configuration for the efficient operation of the computer systems. Creative thinking is essential for this post when devising software logic for the resolution of maintenance problems and end user requirements.

### **2. Managerial Responsibilities**

There are no first line reporting responsibilities.

### **3. Professional Contacts**

External contacts are frequently made with personnel from other NCSA and SHAPE divisions to discuss and resolve system problems and provide technical guidance. Also responds to off-site requests for assistance from other ACO headquarters and operational units in solving software problems encountered and advising them on solutions or workarounds. Co-ordinates with National Agencies for any data exchange requirements.

### **4. Contribution to the Objectives**

Assists in the commitment and objectives of the organisation as a member of a technical support team. This includes the provision of technical advice from which policy and financial decisions are made.



**5. Work Environment**

The work is normally performed in a typical Secure Facility environment. Slightly Undesirable Conditions apply. The risk of injury is categorised as: Light Risk of Injury.

**D. REMARKS – N/A.**

**NOTE:** Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a one-year definite duration contract with the possibility of a further series of three 3-year definite duration contracts.

**Vacancy Number: B12/1008**

**Post Number: OAF CEX 0039**

**Job Title: Software Integration Specialist**

**NATO Grade: B-3**

**Basic Monthly Salary (12 x per year): € 2.948,08 tax free**

**Closing Date: 30 January 2009**

**GENERAL BACKGROUND:**

Headquarters NATO Airborne Early Warning & Control Force Command (NAEW&C FC) falls under the Supreme Allied Commander Europe and is co-located with the Supreme Headquarters Allied Powers Europe in Belgium. The Force provides a multinational and immediately available Airborne Surveillance and Control capability in support of the Alliance objectives.

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Division:** CIS

**A. POST CONTEXT**

NAEW&C Force Command provides a fully integrated, interoperable, multinational airborne surveillance, warning and control capability, at graduated readiness levels in support of Alliance objectives. Within means and capabilities, conduct framework activities as directed by SACEUR. CIS Division is responsible for all NAEW&C Force CIS policy and procedures. Information Technology Engineering Branch is responsible for effective and efficient management of software support required for the operation of the NAEW&C E-3A fleet, flight and mission simulators, System Integration Laboratory, Continuous Engineering processes and software-related products. Software Integration Specialist is responsible for conducting the software/firmware maintenance and test activities of the Continuous Engineering Office. This includes configuration control and test execution of all CE SOR designed and delivered software and firmware products in the System Integration Laboratory (SIL). The incumbent supports all testing and configuration control execution for hardware tests in the SIL. The incumbent documents all test activities according to the requirements determined by the System Integration and Test Engineer.

**B. REPORTS TO**

Branch Chief, OAF CEX 0010.

**C. PRINCIPAL DUTIES**

The incumbent's duties are:

1. Ensure configuration control of the System Integration Lab (SIL).
  - (A) Document configuration of the SIL, including Hardware (HW), Software (SW), and Firmware (FW) of equipment used in the SIL utilizing the HQ NAEW&C FC configuration documentation tools (PILS).
  - (B) Ensure thorough documentation of configuration changes.
2. Maintain software and firmware versions installed on equipment of the SIL.
  - (A) Ensure the operational status of the SIL software and firmware.
  - (B) Execute software and firmware maintenance activities (version changes, uploads, reloads) in the SIL according to applicable T.O. and IETM documentation.
  - (C) Report all deficiencies beyond T.O. and IETM documentation for further

clarification through Chain of Command (CoC) utilizing the HQ NAEW&C FC ISR process.

(D) Propose technical enhancements or changes through CoC, utilizing the TCTO process.

3. Prepare the SIL for test sequences as directed.

(A) Configure and/or reconfigure the SIL software and firmware to the status as directed for the upcoming test sequence. Support the System Integration and Test Specialist Hardware for hardware maintenance activities.

(B) Execute SIL system software/firmware functional check out and documents SIL operational status prior to testing.

4. Execute test scripts as directed.

(A) Conduct CE SOR product verification tests as directed by the System Integration and Test Engineer.

(B) Conducts the System Integration Tests as directed by the System Integration and Test Engineer

(C) Ensure Operational Safety, Suitability and Effectiveness (OSS&E) regulations are met.

5. Document test progress and test results.

(A) Thoroughly documents each test step and test step result.

(B) Report difficulties or required interruptions or test stops in coordination with the System Integration and Test Specialist Hardware to the System Integration and Test Engineer.

(C) Provides in cooperation with the System Integration and Test Specialist Hardware a preliminary test report to the System Integration and Test Engineer.

(D) Supports preparation of test documentation for product certification via an STC like process or the NCCB/TCTO process.

Legal authority is held: None.

Budget authority is held: None.

Decision authority is held: None.

Supervisory duties: None.

#### **D. ADDITIONAL DUTIES**

May be required to undertake operational deployments and/or TDY both within and outside NATO's boundaries.

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

The incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

The work is normally performed in a typical Office environment. Normal Working Conditions apply.

#### **QUALIFICATIONS**

##### **A. ESSENTIAL QUALIFICATIONS**

###### **1. Professional/Experience**

At least 3 years post-related, current professional experience in software configuration management concepts, knowledge of Local and Wide Area Network concepts, practices and procedures, including the use of automated tools.

At least 2 years practical experience in the design, development, maintenance or operation of information system applications.

Thorough knowledge and experience in software life-cycle management.

Thorough working knowledge of applicable AQAP guidelines and ISO standards.

###### **2. Education/Training**

Secondary education and basic training for specific task related skills, with some 2-3 years experience.

### **3. Language**

English SLP 3322 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

### **4. Standard Automatic Data Processing Knowledge**

Word Processing:	Working Knowledge
Spreadsheet:	Working Knowledge
Graphics Presentation:	Working Knowledge
Database:	Working Knowledge
eMail Clients/Web Browsers:	Working Knowledge
Web Content Management:	Working Knowledge

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

Specialisations: Knowledge and experience in logistics management automated analysis techniques. Acquisition and maintenance experience with E-3A or similar aircraft systems is highly desirable. Knowledge of computer engineering as well as user's knowledge of automated data processing (ADP) or personal computer (PC) equipment would be beneficial.

Specific Experience: E-3A Operational Programming Technician and Network domain and security training. Experience in software baseline testing and analyzing and documenting test results.

### **2. Education/Training**

Higher Secondary education and completed advanced vocational training in IT related fields with at least 2 additional years of post related, current professional experience; Specialist training in information and system configuration management or related procedures.

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

The incumbent will be required to work largely unsupervised and must therefore be self-motivated and have a high degree of personal integrity. Combined with the ability to communicate and deal diplomatically and effectively with others will be required to display a positive attitude of acceptance, patience, tact, understanding, and sincerity. The incumbent should display sound independent judgement and have the confidence to exercise that judgement where required. Must be able to employ sound managerial skills in order to properly plan, organise, coordinate, and implement solutions. Possesses self-confidence and the ability to present logical, structured presentations of analyses and findings. Analytical ability to define problem areas/needs and creative thinking to devise methods for enhancements. Sound interpretation is required to work with a broadly defined set of regulations covering all aspects of IT Risk and Configuration Management, including security accreditation, installation, day-to-day operation, testing and investigation. Will be required to integrate in a team and to foster teamwork. Must be able to work methodically and accurately and to identify and quickly react to time critical taskings.

### **2. Managerial Responsibilities**

The incumbent will be responsible for managing his/her own time and resources in order to meet prioritised, time-critical taskings. Provides configuration management for operation and maintenance of NE-3A ground and airborne software applications and data structures using a documented configuration management approach.

Provides guidance and advice to Division personnel on configuration management matters.

Performs a broad range of work, sometimes complex and mostly non-routine, in a variety of environments.

**3. Professional Contacts**

Maintains regular day-to-day professional contacts within the FCLE Branch and the E-3A Component at any level on issues pertaining to assigned responsibilities and duties. When required, as directed by the branch chief, coordinates with the E-3A Component, NAPMA, NAMSA and NATO agencies.

**4. Contribution to the Objectives**

Provides comprehensive and auditable engineering management support throughout the system life cycle for the NE-3A aircraft mission system and their associated interfaces. Coordinates and monitors agreements between the Division and other organisations. Maintains and continuously improves the Division-level CM Manual and templates for System/Service-level CM Plans.

**5. Work Environment**

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

**D. REMARKS – N/A**

**NOTE:**

Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.



NORTH ATLANTIC TREATY ORGANIZATION  
NATO HEADQUARTERS - RECRUITMENT SERVICE - 1110 BRUSSELS, BELGIUM

ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD  
SIEGE DE L'OTAN - SERVICE DU RECRUTEMENT - 1110 BRUXELLES, BELGIQUE

Telephone/Téléphone : (32 [0] 2) 707.41.11 - Telefax/Télécopie : (32 [0] 2) 707.36.77 - E-mail : Recruitment.A@hq.nato.int (A Grades)  
Recruitment.LBC@hq.nato.int (B, C and L Grades)



## APPLICATION FOR EMPLOYMENT - QUESTIONNAIRE D'EMPLOI

### INTERNATIONAL STAFF - SECRÉTARIAT INTERNATIONAL

The original(s)/hard copies of this form, must be sent **either** by mail **or** in electronic format.

Applications for vacancies in NATO bodies or agencies **other than** NATO International Staff **must** be sent to the address indicated in the post description itself, and **not** to NATO HQ. It will **not** be possible for us to return any incorrectly addressed applications.

Candidates will be required to provide the information marked "Optional" if shortlisted.

*La version originale ou copie papier de ce formulaire doit être renvoyée soit par courrier, en double exemplaire, soit par courrier électronique. Veuillez noter que les candidatures pour des postes vacants dans des organismes ou agences de l'OTAN autres que le Secrétariat international doivent être envoyées à l'adresse indiquée dans la description de poste correspondante, et non au siège de l'OTAN.*

*Il ne sera pas possible de retourner aux destinataires les candidatures envoyées à la mauvaise adresse.*

*Les informations identifiées comme "Optionnelles" devront être fournies en cas de présélection.*

### PERSONAL & CONFIDENTIAL / PERSONNEL & CONFIDENTIEL

1. Reference number of the vacancy  
NB: Spontaneous applications will not be accepted. It is mandatory to apply for a specific post and quote the reference number.  
*Numéro de référence du poste vacant*  
NB : Il est obligatoire de poser sa candidature pour un poste spécifique et de mentionner le numéro de référence. Les candidatures spontanées ne seront pas acceptées.

2.a Surname/Nom de famille

2b. Maiden name, if applicable/Nom de jeune fille, le cas échéant  
(Optional/Optionnel)

2.c First name/Prénom

2d. Middle name/Second prénom

3.a Home address/Adresse permanente

3.b Postal address for correspondence (if different from 3.a)/Adresse postale pour la correspondance (si différente de 3.a)

If special post/mail boxes are used, please also provide full address, including street name, number and area codes as these are required when sending mail via special courier/En cas d'utilisation d'une boîte postale, veuillez également mentionner l'adresse complète (rue, numéro et code postal, ceux-ci étant indispensables lors d'envois par courriers express).

3.c E-mail address (necessary for invitations to tests/interviews)/  
Adresse électronique (indispensable pour les invitations aux tests/entrevues)

3.d Telephone/Téléphone Home/Privé  
Office/Bureau  
Mobile phone/GSM

3e. Telefax/Télécopie Home/Privé  
Office/Bureau

3.f For non-Belgian candidates living in Belgium: are you registered as living/resident in Belgium? State type and N° of Belgian identity card/residence permit/À l'intention des candidat(e)s n'ayant pas la nationalité belge mais habitant en Belgique : êtes-vous enregistré(e) en tant que personne habitant/résidant en Belgique ? Indiquez le type et le numéro de votre carte d'identité/permis de séjour belge.

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

4. Marital status/État civil : (Optional/Optionnel)  
Single/Célibataire  Married/Marié(e)  Widowed/Veu(ve)  Divorced/Divorcé(e)  Separated/Séparé(e)  Cohabiting/Cohabitation

5. Sex/Sexe  
(Optional/  
Optionnel)

Date of birth/  
Date de naissance  
(Optional/Optionnel)

Country and place of birth/  
Pays et lieu de naissance  
(Optional/Optionnel)

a. Nationality at birth/  
Nationalité à la  
naissance  
(Optional/Optionnel)

b. Present nationality/  
Nationalité actuelle

if a. & b. are different,  
attach explanations/  
Si a. et b. différents,  
joindre explications

c. Indicate any physical defects or chronic illness.  
Indiquez tout handicap physique ou maladie chronique.

(Optional/Optionnel)

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY**

ANSWER EACH QUESTION COMPLETELY IN **ENGLISH** OR IN **FRENCH**. IF YOU ARE NOT SENDING YOUR APPLICATION ELECTRONICALLY, TYPE OR PRINT CLEARLY IN INK. IF CERTAIN ITEMS REQUIRE MORE SPACE, USE THE LAST PAGE OF THIS FORM, OR, IF NECESSARY, CONTINUE ON PLAIN PAPER. DO NOT LEAVE BLANKS - ALL ITEMS **MUST** BE COMPLETED.

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, if unsuccessful, these files will be destroyed.

Candidates are advised that part of the recruitment process includes a security investigation, medical analyses and a physical check-up with the NATO Medical Adviser.

**VEUILLEZ LIRE AVEC ATTENTION LES INSTRUCTIONS SUIVANTES**

RÉPONDEZ EN DÉTAIL À CHACUNE DES QUESTIONS (EN **FRANÇAIS** OU EN **ANGLAIS**). SI VOUS N'ENVOYEZ PAS VOTRE FORMULAIRE ÉLECTRONIQUEMENT, VOS RÉPONSES SERONT DACTYLOGRAPHIÉES OU ÉCRITES DISTINCTEMENT EN LETTRES MAJUSCULES. SI VOUS MANQUEZ DE PLACE, UTILISEZ LA DERNIÈRE PAGE DU FORMULAIRE ET CONTINUEZ, AU BESOIN, SUR UNE FEUILLE SÉPARÉE. NE LAISSEZ AUCUN BLANC. IL EST IMPÉRATIF DE RÉPONDRE A TOUTES LES QUESTIONS.

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 lorsque la candidature n'est pas retenue.

Les candidat(e)s voudront bien noter que, dans le cadre du recrutement, il sera procédé à une enquête de sécurité, à des analyses médicales et à un bilan de santé auprès du médecin conseil de l'OTAN.

6. Give the following information about your spouse/cohabitant and children.  
 Donnez les renseignements suivants concernant votre conjoint(e)/cohabitant(e) et vos enfants.  
 (Optional/Optionnel)

Name-First Name / Nom-Prénom	Occupation Occupation	Date of birth Date de naissance	Relationship Degré de parenté	Financially dependent Financièrement à charge	
				Yes Oui	No Non
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

7. **EDUCATION AND TRAINING**  
**ÉTUDES ET FORMATION**  
**SECONDARY EDUCATION** (in chronological order)/**ENSEIGNEMENT SECONDAIRE** (dans l'ordre chronologique)

Name of establishment Nom de l'établissement Town & country/Ville et pays	Years from ... to ... Années d'études de ... à ...	Certificates and/or diplomas obtained including grades achieved Certificats, diplômes et/ou titres obtenus

**HIGHER EDUCATION** (in chronological order)/**FORMATION SUPÉRIEURE** (dans l'ordre chronologique)

Name of establishment Nom de l'établissement Town & country/Ville et pays	Years from ... to ... Années d'études de ... à ...	Certificates and/or diplomas obtained including grades achieved Certificats, diplômes et/ou titres obtenus

**7. EDUCATION AND TRAINING (Cont'd)**  
**ETUDES ET FORMATION (Suite)**

**UNIVERSITY EDUCATION OR EQUIVALENT**  
**ENSEIGNEMENT UNIVERSITAIRE OU ÉQUIVALENT**

Name of establishment Town & country Nature of studies (full-time, evening, etc.) <i>Nom de l'établissement - Ville et pays</i> <i>Type d'études</i> <i>(plein temps, cours du soir)</i>	Years from ... to ... <i>Années d'études</i> <i>de ... à ...</i>	Certificates, diplomas and/or grades obtained <i>Certificats, diplômes et/ou titres</i> <i>obtenus</i>	Main subjects <i>Matières principales</i>

**OTHER EDUCATION/TRAINING RECEIVED**  
**AUTRE FORMATION**

Name of establishment Town & country Nature of studies (full-time, evening, etc.) <i>Nom de l'établissement - Ville et pays</i> <i>Type d'études</i> <i>(plein temps, cours du soir)</i>	Course followed, number of years/months <i>Cours suivi et nombre de mois/années</i>	Certificates and/or diplomas obtained including grades <i>Certificats, diplômes et titres obtenus</i>

**8.** Have you completed all compulsory military service?    Yes     No     Military Rank  
*Avez-vous effectué votre service militaire obligatoire?*    *Oui*    *Non*    *Grade militaire*

If yes, indicate dates :  
*Si oui, à quelles dates :* \_\_\_\_\_

If not, give reasons :  
*Si non, donnez les raisons :* \_\_\_\_\_

In case of exemption, give reasons :  
*En cas d'exemption donnez les raisons :* \_\_\_\_\_



**9. LANGUAGES/LANGUES**

Mother tongue/ <i>Langue maternelle</i>	Understanding <i>Compréhension</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Speaking <i>Expression Orale</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Writing <i>Rédaction</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Reading <i>Lecture</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>
1.				
2.				

Additional Languages/ <i>Autres langues</i> (in order of fluency/ <i>de votre langue forte à votre langue faible</i> )	Understanding <i>Compréhension</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Speaking <i>Expression Orale</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Writing <i>Rédaction</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Reading <i>Lecture</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

OFFICIAL LANGUAGE CERTIFICATES/CERTIFICATS OFFICIELS D'APTITUDES LINGUISTIQUES :

Language/ <i>Langue</i>	Testing body/ <i>Organisme ayant délivré le certificat</i>	Level/Results <i>Niveau/Résultats</i>	Date

**10. TYPING/DACTYLOGRAPHIE :**

Only to be filled in when applying for a Secretarial/Administrative post (indicate speeds in words per minute).  
*À remplir uniquement si vous postulez pour un emploi administratif/de secrétariat (indiquez la vitesse en mots-minute)*

	English/ <i>Anglais</i>		French/ <i>Français</i>	
	Certificate speed	Speed now	Vitesse diplôme	Vitesse actuelle
Typing : <i>Dactylographie :</i>				

Keyboard :  
*Clavier :*  
 AZERTY   
 QWERTY

Dictaphone :    Yes     No   
                          *Oui*                    *Non*

**11.a IT SKILLS** (computer languages, various software used, DB used, etc)  
*COMPÉTENCES EN INFORMATIQUE* (langages, logiciels utilisés, bases de données connues, etc.)

**11.b** Indicate office machines or equipment you can use/*Veillez indiquer les machines ou le matériel de bureau que vous pouvez utiliser.*

**11.c** Type of Driving licence/*Type du permis de conduire*  
 (only if required for the post/*uniquement si nécessaire pour le poste*)

Starting with your **PRESENT** post, list in reverse order every employment you have had. Use a separate block for each post. Include also service in the armed forces and **note any period during which you were not gainfully employed**. If required, you may continue on the last page of this form, and attach additional pages of the same size. **(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**, 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 en dernière page du formulaire et sur des feuilles supplémentaires de même format. **(Veuillez 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).***

## 12. PRESENT EMPLOYMENT/EMPLOI ACTUEL

Dates of employment From To  
*Durée d'emploi Du Au*

Type of contract (indefinite, definite duration, auxiliary, etc.)  
*Type de contrat (indéterminé, durée déterminée, auxiliaire, etc.)*

Where appropriate : date of end of contract :  
*Si nécessaire : date de fin de contrat :*

Last annual salary  
*Dernier traitement annuel*

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

Type of business of employer Title of your position  
*Activité principale de l'organisme employeur Titre de votre poste*

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

Place of employment  
*Lieu d'affectation*

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

Detailed description of your work  
*Description détaillée de votre travail*

Languages used  
*Langues utilisées*

Reason for wishing to leave  
*Pourquoi désirez-vous changer d'emploi?*

Would you/Comptez-vous : retire/prendre votre retraite ?  resign from military status  
*renoncer à votre statut de militaire ?*   
 resign from current employment  apply for secondment  
*démisionner de votre emploi actuel ?*  *demander un détachement ?*   
 apply for leave without pay   
*demander un congé sans solde ?*

Are you presently employed in a Civilian or Military capacity? (specify)  
*Occupez-vous actuellement un poste civil ou un poste militaire? (précisez)*

Do you currently hold a security clearance? At what level?  
*Êtes-vous actuellement titulaire d'une habilitation de sécurité? De quel niveau ?*

How much notice would you require to report to work or length of the legal notice period?  
*Dans quel délai pourriez-vous entrer en fonctions ou durée du préavis légal ?*

Have you any objections to our making inquiries to your present employer? Yes  No   
*Voyez-vous des objections à ce que nous nous mettions en rapport avec votre employeur actuel? Oui Non*

**13a. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**

Dates of employment <i>Durée d'emploi</i>	From <i>Du</i>	_____	To <i>Au</i>	_____
Last annual salary <i>Dernier traitement annuel</i> _____				
Name and address of employer <i>Nom et adresse de l'employeur</i> _____				
Type of business of employer <i>Activité principale de l'organisme employeur</i>			Title of your position <i>Titre de votre poste</i>	
Number of employees under your direct supervision <i>Nombre de personnes sous vos ordres</i>			Title of your supervisor <i>Titre de votre supérieur</i>	
Detailed description of your work <i>Description détaillée de votre travail</i> _____				

Place of employment/*Lieu d'affectation* : \_\_\_\_\_

Languages used/*Langues utilisées* : \_\_\_\_\_

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

**b. PREVIOUS POSITION/EMPLOI ANTERIEUR**

Dates of employment <i>Durée d'emploi</i>	From <i>Du</i>	_____	To <i>Au</i>	_____
Last annual salary <i>Dernier traitement annuel</i> _____				
Name and address of employer <i>Nom et adresse de l'employeur</i> _____				
Type of business of employer <i>Activité principale de l'organisme employeur</i>			Title of your position <i>Titre de votre poste</i>	
Number of employees under your direct supervision <i>Nombre de personnes sous vos ordres</i>			Title of your supervisor <i>Titre de votre supérieur</i>	
Detailed description of your work <i>Description détaillée de votre travail</i> _____				

Place of employment/*Lieu d'affectation* : \_\_\_\_\_

Languages used/*Langues utilisées* : \_\_\_\_\_

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

**c. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**

Dates of employment <i>Durée d'emploi</i>	From <i>Du</i>	_____	To <i>Au</i>	_____
Last annual salary <i>Dernier traitement annuel</i>				
Name and address of employer <i>Nom et adresse de l'employeur</i>				
Type of business of employer <i>Activité principale de l'organisme employeur</i>			Title of your position <i>Titre de votre poste</i>	
Number of employees under your direct supervision <i>Nombre de personnes sous vos ordres</i>			Title of your supervisor <i>Titre de votre supérieur</i>	
Detailed description of your work <i>Description détaillée de votre travail</i>				

Place of employment/*Lieu d'affectation* : \_\_\_\_\_

Languages used/*Langues utilisées* : \_\_\_\_\_

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

**d. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**

Dates of employment <i>Durée d'emploi</i>	From <i>Du</i>	_____	To <i>Au</i>	_____
Last annual salary <i>Dernier traitement annuel</i>				
Name and address of employer <i>Nom et adresse de l'employeur</i>				
Type of business of employer <i>Activité principale de l'organisme employeur</i>			Title of your position <i>Titre de votre poste</i>	
Number of employees under your direct supervision <i>Nombre de personnes sous vos ordres</i>			Title of your supervisor <i>Titre de votre supérieur</i>	
Detailed description of your work <i>Description détaillée de votre travail</i>				

Place of employment/*Lieu d'affectation* : \_\_\_\_\_

Languages used/*Langues utilisées* : \_\_\_\_\_

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

**e. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**

Dates of employment <i>Durée d'emploi</i>	From <i>Du</i>	To <i>Au</i>
Last annual salary <i>Dernier traitement annuel</i>		
Name and address of employer <i>Nom et adresse de l'employeur</i>		
Type of business of employer <i>Activité principale de l'organisme employeur</i>	Title of your position <i>Titre de votre poste</i>	
Number of employees under your direct supervision <i>Nombre de personnes sous vos ordres</i>	Title of your supervisor <i>Titre de votre supérieur</i>	
Detailed description of your work <i>Description détaillée de votre travail</i>		
Place of employment/ <i>Lieu d'affectation</i> :		
Languages used/ <i>Langues utilisées</i> :		
Reason for leaving <i>Pourquoi avez-vous changé d'emploi?</i>		

**14a.** Are you now or have you ever been a permanent civil servant in your government's employ? If yes, please give the name of your administration and dates of duty./*Êtes-vous actuellement ou avez-vous jamais été fonctionnaire titulaire dans votre pays ? Si oui, pour quelle administration et à quelles dates ?*

**b.** If you are or have been a NATO Civilian, please indicate last grade and step held, and specify in which NATO body you are/were employed./*Si vous êtes ou avez été un membre du personnel civil de l'OTAN, précisez vos derniers grade et échelon et indiquez dans quel organisme de l'OTAN vous êtes/étiez employé(e).*

**c.** If you are or have been employed as a civilian in one of the Coordinated Organizations, please indicate last grade and step held, and specify in which organization you are/were employed./*Si vous êtes ou avez été un membre du personnel civil d'une des Organisations coordonnées, indiquez vos derniers grade et échelon et précisez dans quelle organisation vous êtes/avez été employé(e).*

- |   |  |
|---|--|
| Council of Europe (CE)<br><i>Conseil de l'Europe (CE)</i>   | European Space Agency (ESA)<br><i>Agence spatiale européenne (ASE)</i>                                 |
| Organization of Economic co-operation & Development (OECD)<br><i>Organisation de coopération et de développement économiques (OCDE)</i>         | Western European Union (WEU)<br><i>Union de l'Europe occidentale (UEO)</i>                             |
| European Centre for Medium-Range Weather forecasts (ECMWF)<br><i>Centre européen pour les prévisions météorologiques à moyen terme (CEPMWT)</i> | North Atlantic Treaty Organization (NATO)<br><i>Organisation du Traité de l'Atlantique Nord (OTAN)</i> |

**d.** Are any members of your family (or is your cohabitant) employed by one of the NATO bodies? Yes  No   
*Un membre de votre famille (ou votre cohabitant(e)) est-il(elle) employé(e) dans un organisme de l'OTAN ? Oui Non*

Name <i>Nom</i>	Civilian <i>Civil</i>	Military <i>Militaire</i>	Relationship <i>Degré de parenté</i>	Name of NATO Body <i>Nom de l'organisme OTAN</i>	Grade and step <i>Grade et échelon</i>
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

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

16. List but do not attach any significant publications you have written.  
*Énumérez sans les joindre tous travaux importants que vous pouvez avoir publiés.*

17. Social activities and sports/particular abilities or interests.  
*Activités sociales et sportives/aptitudes ou centres d'intérêt particuliers.*

18. **TRAVEL :** List periods of residence away from your home country (holidays excluded).  
**VOYAGES :** *Énumérez vos séjours à l'étranger (vacances non comprises).*

Country Pays	Reasons for visit or residence Raisons du voyage ou du séjour	Dates

19. Have you ever been arrested, indicted, or summonsed to court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?  
*Avez-vous jamais été arrêté(e), inculpé(e) ou poursuivi(e) au tribunal? Avez-vous jamais été reconnu(e) coupable ou condamné(e) à une peine d'amende ou de prison pour un délit (autre qu'une infraction mineure en matière de circulation routière) ?*

Yes  No   
 Oui  Non

If "yes" give full particulars of each case in an attached statement.  
*Dans l'affirmative, faites un exposé détaillé et complet de chaque cas ; utilisez une feuille séparée.*

**20. REFERENCES:** Give 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 **13 and 14**.

**NOTE THAT REFEREES COULD BE CONTACTED WITHOUT PRIOR NOTICE TO CANDIDATES.**

*RÉPONDANTS :* 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 **13 et 14**.

**VEUILLEZ NOTER QUE L'ORGANISATION POURRA PRENDRE CONTACT AVEC VOS RÉPONDANTS SANS VOUS EN AVOIR AVISÉ À L'AVANCE.**

Name Nom	Full address Adresse complète	Telephone number N° de Téléphone	Profession
1.			
2.			
3.			

**21.** State any other relevant facts not covered earlier in this application.

*Indiquez tous autres faits utiles non mentionnés dans ce questionnaire.*

**22.** I certify that the statements made by me in answer to the foregoing questions 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 renders 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.*

**Date :**

**Signature :**

(NOT OBLIGATORY IN CASE OF ELECTRONIC APPLICATION  
PAS OBLIGATOIRE EN CAS DE CANDIDATURE ÉLECTRONIQUE)

**A hard copy of the Application Form with passport-size photograph and original signature will be required if you are invited for test/interview.**

**Les candidat(e)s invité(s) pour les tests/entrevues devront fournir une copie du questionnaire d'emploi munie d'une photo d'identité et d'une signature originale.**

## CURRICULUM VITAE

<u>NAME</u>	<u>INITIAL</u>  //	<u>RANK AND DATE</u>	<u>DATE OF BIRTH</u>
<u>NATIONALITY</u>		<u>BRANCH OF SERVICE</u>	
<u>RECORD OF SERVICE</u>	<u>APPOINTMENT</u>	<u>DATES</u>	<u>DUTIES PERFORMED</u>
<u>COURSES</u>			<u>DATES</u>
<u>LANGUAGES</u>			<u>SLP (STANAG 6001)</u>



<b><u>AWARDS AND DECORATIONS</u></b>	
<b><u>CIVIL STATUS</u></b>	
<b><u>SECURITY CLEARANCE</u></b>	

FOTOGRAFIA

MOD. 1/A

**SCHEMA 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. <i>in ambito Nazionale:</i>		<u>GRADO</u>	<u>PERIODI</u>
b. <i>in ambito interforze e/o Internazionale:</i>			

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