



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^a DIVISIONE 1^a SEZIONE

Viale dell'Università 4 - 00185 Roma

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M_DGCIV

Prot. nr. 61828

Del 04/08/2010

PARTENZA

A

INDIRIZZI IN ALLEGATO

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

seguito circ.n.28282 del 08/04/2010

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 dovrà presentare la propria candidatura inoltrando **solo ed esclusivamente** la seguente documentazione:

- application form in lingua inglese e in duplice originale;
- fotocopia del titolo di studio richiesto dalla relativa job description;
- fotocopia del documento di identità;
- lettera di accompagnamento in inglese nella quale si esplicitano i motivi per i quali si intende prestare servizio presso l'OCCAR, come prescritto dalle vigenti disposizioni impartite dal medesimo Ente in materia di selezione e reclutamento del personale (OCCAR Management Procedure – OMP9 del 01/07/2006).

Si richiama inoltre l'attenzione su quanto disposto dalla circolare a cui si fa seguito relativamente al requisito di sicurezza richiesto.

Le candidature, anche su cd – rom (formato pdf), dovranno pervenire a questa Direzione Generale - 3° Reparto - 8^a Divisione - 1^a Sezione - improrogabilmente entro la data indicata nella citata tabella.

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. A012	Bonn (Germania)	“ Head of Finance Division”	Grado A5* (Dirigente)	inglese	28/09/2010

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

**ELENCO INDIRIZZI ALLEGATO ALLA CIRCOLARE N. 61828
DEL 04/08/2010**

**PER SUCCESSIVA RIPRODUZIONE E DISTRIBUZIONE A CURA
DEGLI ENTI INTERESSATI**

DIFESA GABINETTO	ROMA
SEGRETERIE SOTTOSEGRETARI DI STATO ALLA DIFESA	LORO SEDI
STAMADIFESA	ROMA
STATESERCITO	ROMA
MARISTAT	ROMA
STATAEREO	SEDE
COMANDO SQUADRA AEREA	ROMA
SEGRETARIATO GENERALE DELLA DIFESA	
E DIREZIONE NAZIONALE DEGLI ARMAMENTI AA.GG.	ROMA
SEGRETARIATO GENERALE DELLA DIFESA	
E DIREZIONE NAZIONALE DEGLI ARMAMENTI – U.G.G.E.A.T.I	ROMA
SEGRETARIATO GENERALE DELLA DIFESA	
E DIREZIONE NAZIONALE DEGLI ARMAMENTI	
VI° REPARTO (EX TELEDIFE)	ROMA
CENTRO ALTI STUDI DIFESA	ROMA
SUPERCONSIGLIO	ROMA
SUPERPROCURAMILES	ROMA
PROCURAGENCORTMILES	ROMA
CORTMILES	ROMA
TRIBUNALE DI SORVEGLIANZA	ROMA
TRIBUNALE MILITARE	ROMA
TRIBUNALE MILITARE	NAPOLI
TRIBUNALE MILITARE	VERONA
CONSIGLIO MAGISTRATURA MILITARE	ROMA
BILANDIFE	ROMA
ISPEDIFE	ROMA
PERSOMIL	ROMA
PREVIMIL	ROMA
TERRARM	ROMA
NAVARM	ROMA
ARMAEREO	SEDE
GENIODIFE	SEDE
COMMISERVIZI	ROMA
DIFESAN	ROMA
CIVILSCUOLADIFE	ROMA
COMLOG E.I.	ROMA
NAVISPELOG	ROMA
COMLOG	SEDE

- STAFF IN CONFIDENCE WHEN COMPLETED -



Organisation for Joint Armament Co-operation

OCCAR RECRUITMENT FORM

PLEASE INSERT DATA IN APPROPRIATE BOXES, PRINT THE COMPLETED FORM, AFFIX PHOTOGRAPH AND SIGN IT.

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK

Vacancy for which you are applying: Post No. _____, Post Title _____	
1. PERSONAL INFORMATION	
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: _____ Country: _____	RECENT PHOTOGRAPH
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: (Please complete) _____
4. MARITAL STATUS	
<input type="checkbox"/> 1. Married <input type="checkbox"/> 2. Separated <input type="checkbox"/> 3. Divorced <input type="checkbox"/> 4. Widow(er) <input type="checkbox"/> 5. Single (Date: _____) (Date: _____) (Date: _____) 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)

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				
Spanish				

Additional 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 ☐

8. EDUCATION

OTHER PROFESSIONAL QUALIFICATIONS, MEMBERSHIP OF BUSINESS OR PROFESSIONAL ASSOCIATIONS

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

Please indicate level of competency e.g Poor, Good or Advanced.

Other software used:.....

If so, what level?

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

12.1 PRESENT EMPLOYMENT	
COMPANY / ADDRESS	POSITION HELD
Dates from: _____ to: _____	Name and position of person to whom you report
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
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

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

☐ Yes ☐

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 indicate why you are applying for this post and outline how your knowledge, skills and experience meet the competences required for this role (as detailed in the vacancy notice). You should draw on your experience from your current or previous roles or from other relevant situations.

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

15. REFERENCES

Please give names and addresses of three Referees (who should not be related to you) who may be approached in connection with your application.

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. DATA PROTECTION**

The information that you provide on this form and that obtained from other sources will be used to process your application for employment. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. All information received by OCCAR-EA will be treated as confidential and used for our internal purposes only. By signing the application form we will be assuming that you agree to the processing of sensitive personal data.

19. DECLARATION

I declare that the information given on all parts of this application form, and in any other forms of documentation which accompanies it, is, to the best of my knowledge, correct. I understand that giving false information will make my application unacceptable and, if I am appointed, lead to my dismissal.

Date:

Signature:

Please remember to attach copies of your passport & highest qualification certificates & a recent photograph.

Please return this form to:
Head of Human Resources Division
OCCAR – EA; Postfach 2107, 53011 Bonn, Germany



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice

Post	A012 – Head of Finance Division
Grade	A5*
Division	Finance
Section	N/A
Management of Staff	8
Location	Bonn, Germany
Start Date	1 August 2011
Interview Date	11 November 2010

1. Background

The Finance Division is responsible for the overall corporate management of OCCAR's financial operations, procedures and processes. It is both involved in operational activity relating to armament programmes and administrative activities, relating to the internal functioning of OCCAR. In 2010, the Operational Budget represents a volume of expenditure of about 4 billion euros, the Administrative Budget a volume of about 40 million euros.

2. Duties

The Head of Finance Division supports the OCCAR-EA Director in the management of all financial operations of the OCCAR-EA. He/she is the Senior Finance Officer of the OCCAR-EA and is a member of the Board of Management and he/she is representing the Director in the Finance Committee.

The Head of Finance reports directly to the OCCAR-EA Director and is responsible for:

- Establishing and maintaining a complete, reliable and relevant set of internal financial rules to manage the programmes efficiently and implementing them effectively throughout all OCCAR-EA,
- Ensuring effective use of a corporate financial tool adapted to the management of all programmes and administrative activities,

Points of contact

1 Eric Huybrechts (Deputy Director)
2 Iain Plunkett (Human Resources Division)



+ 49 228 5502 102
+ 49 228 5502 181

E-mail

eric.huybrechts@occar.int
iain.plunkett@occar.int



- Providing advice on all financial aspects of the Organisation including the formulation and implementation of financial and accounting policy.
- Co-ordination and management of the OCCAR Administrative and Operational Budgets. This includes the management of the budgeting and in year management processes, the call for funds, receipt and disbursement of funds, the maintenance of proper records and production of reports and statements of expenditure.
- Preparation of financial statements, financial plans and all programme financial reports & forecasts for OCCAR-EA management and Nations as required, in accordance with OCCAR Financial Rules (OMP 10).
- Presentation of the annual financial statements to the audit authority appointed by the Board of Supervisors.
- Ensuring proper financial control is maintained, taking account of the Board of Supervisors Decisions, MoU commitments, programme decisions, contractual arrangements, OMP 10 and internal Financial Procedures.
- Ensuring all financial activities are carried out economically and efficiently in accordance with the OCCAR Business Plan and OMP 10.
- Ensuring financial propriety in OCCAR and provide financial administration of OCCAR property.
- Provide effective management of the Division to deliver optimum performance by ensuring a clear understanding among staff of their roles and responsibilities (in particular in relation to Divisional objectives in the Management Plan), open communication and provision of guidance and advice.
- Act as the Financial Controller of OCCAR for the purposes of Articles 34 to 36 of the OCCAR Convention with responsibilities for the administration of the financial control and budgetary systems.
- Implementing within the Division and supporting Corporate initiatives, such as Balanced Scorecard, Risk Management and E-Business.
- Ensure consistency in the application of Financial rules and regulations throughout OCCAR-EA and co-ordinate Finance Officers within Programme Divisions.

3. Required knowledge and experience

The incumbent must have extensive and long-standing experience (including at a senior level) in:

- Multi-year Financial management, with particular emphasis on the management of defence procurement programmes;
- Financial control, reporting, operational budgeting and accounting;
- Auditing and accounting in international organisations including the operation of a formal financial accounting system;
- International collaborative projects, and awareness of other defence related structures and organisations.

4. Required competences/Skills

Essential

- Executive ability proven through the results attained performing jobs in this field for other national/international organisations.
- Excellent team working skills, with the ability to lead, guide and motivate the team to achieve set objectives at both team and individual levels and this in a multicultural context.
- 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.
- The ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- Ability to work in a changing, developing and demanding environment and full commitment to state-of-the-art programme management tools, including performance management based upon the balanced scorecard methodology and risk management.
- The ability to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software.
- Experience of operating, first hand, financial accounting software such as MS Dynamics AX.
- Fluency in the English language, both orally and written with the ability to draft clearly, concisely and accurately.

Desirable

- Knowledge of other OCCAR languages is highly desirable.

5. Qualifications

A university degree or equivalent, or the necessary experience in the activities directly related to the prescribed tasks. A formal qualification in financial management or accountancy is also highly desirable.

6. Security Clearance

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



MINISTERO DELLA DIFESA

SEGRETARIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI
III REPARTO - POLITICA DEGLI ARMAMENTI
3° Ufficio – OCCAR

MINISTERO DELLA DIFESA
SEGREDIFESA
M_D GSGDNA 0052754 30-07-2010



PoC: 1° Mar. Lgt. A.M. Augusto PASSA
1° Mar. Lgt. E.I. Angelo PUZIO
1° Mar. llo Lgt. E.I. Massimo ESPOSITO

✉ :r3u3s0@sgd.difesa.it ☎ 0039-06-4735 3680

Allegati: 1

OGGETTO: Richiesta di personale da candidare presso l'Ufficio Centrale dell'OCCAR – Posizione A012 “Head of Finance Division” Grado A5*.

A VEDASI ELENCO INDIRIZZI IN ALLEGATO 1

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Riferimenti:

- Let. n. 0025062 del 08.10.09 di SMD – I Reparto;
 - Let. n. 0081793 del 20.11.09 di PERSOCIV – 3° Reparto.
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1. Si invia, per il seguito di competenza, la “Job Description” relativa al bando di concorso per il posto in oggetto, fatta pervenire dall'Ufficio Centrale dell'OCCAR.
2. Si evidenzia che tale posto è di elevato interesse nazionale. Pertanto, e in linea con quanto assicurato con le lettere in riferimento attesa l'elevata competitività internazionale per tale posizione, le caratteristiche del candidato dovranno essere pienamente rispondenti ai requisiti richiesti dalla “Job Description”.
3. Il predetto Organismo ha specificato che il colloquio per la selezione dei candidati avverrà l'11 novembre 2010 a Bonn.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 13 ottobre 2010.

d'ordine
IL CAPO DEL III REPARTO
(Gen. D. Carmine DE PASCALE)



A: STATO MAGGIORE DELLA DIFESA
I Reparto SEDE
DIREZIONE GENERALE DEL PERSONALE CIVILE , ROMA

e, per conoscenza:

STATO MAGGIORE DELL'ESERCITO
D.I.P.E. SEDE

MARINA MILITARE
Ufficio Generale del Personale ROMA

DIREZIONE PER L'IMPIEGO PERSONALE
MILITARE DELL'AERONAUTICA ROMA

Diramazione interna:

I REPARTO