



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M_DGCIV

Prot. Nr.63104

Del 11/08/2010

PARTENZA

A INDIRIZZI IN ALLEGATO

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

seg.f.n. 70419 del 14/10/2009

Lo Stato Maggiore della Difesa ha reso noto che sono disponibili i posti a status internazionale presso il NURC di cui alla tabella sottoindicata.

I dipendenti civili dell'A.D., interessati all'iniziativa, dovranno inviare entro il termine sottoindicato la propria candidatura, corredata dalla documentazione richiesta dal bando, all'Organismo Internazionale che ha promosso l'iniziativa, trasmettendo nel contempo altro originale di detta documentazione - unitamente alla prova dell'avvenuta ricezione della stessa da parte dell' Ente/Organismo che ha bandito il concorso - al 3° Reparto – 8^ Divisione – 1^ Sezione di questa Direzione Generale.

Si fa presente, che il bando e la relativa modulistica 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.7/2010	La Spezia (Italia)	“Head, Department of Applied Research	Grado A5 (Dirigente)	inglese	15/09/2010
N.8/2010	La Spezia (Italia)	“Head Department of Systems Technology”	Grado A5)	inglese	15/09/2010

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to



The originals of this form, duly completed, must be sent, by mail, to:

Telefax: +39 0187 527434
Telephone: +39 0187 527339
E-mail : recruitment@nurc.nato.int

1. State reference number of the vacancy for which you are applying, or type of employment for which you are especially qualified.		RECENT PASSPORT-SIZE PHOTOGRAPH
2a. Have you previously submitted an application for employment with NURC? <input type="checkbox"/> Yes <input type="checkbox"/> NO If so, indicate vacancy number?		
2b. Have you previously submitted an application for employment with NATO? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?		
3a. Surname		3b. Maiden name, if any
3c. First name		3d. Middle name(s)
3e. Title (Mr. Mrs. Ms. Dr. / Rank)		
4a. Permanent address		4b. Postal address for correspondence (if different from 4a)
4c. Telephone Home: Office: Mobile:		4d. Telefax Home: Office:
4e. E-mail address		
4f. Security clearance Level: Expiration date :		
5. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated		

6a. Sex	6b. Date of birth	6c. Country and place of birth	6d. Nationality at birth	6e. Present nationality If different from 6d, attach explanation.
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PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

ANSWER EACH QUESTION COMPLETELY IN ENGLISH. TYPE OR PRINT CLEARLY IN INK. IF CERTAIN ITEMS REQUIRE MORE SPACE, CONTINUE ON PLAIN PAPER. DO NOT LEAVE BLANKS. ALL ITEMS MUST BE COMPLETED. IF AN ITEM IS NOT APPLICABLE, WRITE 'N/A'.

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 the files of unsuccessful candidates will be destroyed after 5 years.

Candidates are advised that the recruitment process includes a security investigation and a physical check-up by our Medical Adviser.

7. Give the following information about your spouse and children. If you are divorced, indicate whether the children are your dependants. In all cases, indicate whether the children are financially your dependants.

Name (Use Yes/No to indicate financial dependence of each child.)	Occupation	Date of birth	Relationship

8. EDUCATION AND TRAINING

SECONDARY AND HIGHER-SECONDARY EDUCATION (in chronological order)

Name and location of establishment	Years attended	Certificates and/or diplomas obtained and standing achieved

8. EDUCATION AND TRAINING (continued)

UNIVERSITY EDUCATION OR EQUIVALENT

Name and location of establishment	Years attended	Degrees obtained	Main subjects

OTHER EDUCATION/TRAINING

Name and location of establishment	Name and duration of course followed	Certificates and/or diplomas obtained

9. Have you completed all obligatory military service?

☐ Yes☐ No

If yes, indicate date

and military rank.

If not, give reasons.

In case of exemption, give reasons.

10. LANGUAGES

For each language listed, indicate level of ability (fluent, good, fair, slight).

Mother tongue	Comprehension	Speaking ability	Writing ability	Reading ability
Other languages	Comprehension	Speaking ability	Writing ability	Reading ability

Official language certificates obtained

Testing body

Standing achieved

Date of examination

11. TYPING AND SHORTHAND

Indicate speeds in words per minute.

	English		French	
	Certificate speed	Speed now	Certificate speed	Speed now
Typing				
Shorthand				

12a. Indicate your ability with / knowledge of the following.

Word processor (specify)

PC (specify)

Software (specify)

Computer languages (specify)

Other office equipment (specify)

12b. Type of driver's licence held

EMPLOYMENT HISTORY / EXPERIENCE PROFESSIONNELLE

Starting with your **present** post, list in reverse order every employment you have had. Use a separate block for each post. Include service in the armed forces and note any period during which you were not gainfully employed. If more space is required, attach additional pages of the same format. **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.**

13. PRESENT EMPLOYMENT

Dates of employment From _____ To _____

Net salary per annum Starting _____ Present _____

Name and address of employer _____

Place of employment _____

Type of business of employer _____

Title of your position _____ Number of employees under your direct supervision _____

Name and title of your supervisor _____

Detailed description of your work _____

Languages used in your work _____

Reason for wishing to leave _____

Would you retire/resign from your military post, or resign from your current employment, to take up a post with the Organization, or would you apply for leave of absence with/without pay? (specify)

Are you presently employed in a civilian or military capacity? (specify) _____

How much notice would you require to report to work? _____

Have you any objections to our making inquiries of your present employer? ☐ Yes ☐ No

14a. PREVIOUS POSITION

Dates of employment	From	_____	To	_____
Salary per annum	Starting	_____	Final	_____
Name and address of employer _____				
Place of employment _____				
Type of business of employer _____				
Title of your position	Number of employees under your direct supervision			_____
Name and title of your supervisor _____				
Detailed description of your work _____				

Languages used in your work _____

Reason for leaving _____

14b. PREVIOUS POSITION

Dates of employment	From	_____	To	_____
Salary per annum	Starting	_____	Final	_____
Name and address of employer _____				
Place of employment _____				
Type of business of employer _____				
Title of your position	Number of employees under your direct supervision			_____
Name and title of your supervisor _____				
Detailed description of your work _____				

Languages used in your work _____

Reason for leaving _____

14c. PREVIOUS POSITION

Dates of employment	From _____	To _____
Salary per annum	Starting _____	Final _____
Name and address of employer	_____	
Place of employment	_____	
Type of business of employer	_____	
Title of your position _____	Number of employees under your direct supervision _____	
Name and title of your supervisor	_____	
Detailed description of your work		
Languages used in your work	_____	
Reason for leaving	_____	

14d. PREVIOUS POSITION

Dates of employment	From		To	
Salary per annum	Starting		Final	
Name and address of employer				
Place of employment				
Type of business of employer				
Title of your position			Number of employees under your direct supervision	
Name and title of your supervisor				
Detailed description of your work				
Languages used in your work				
Reason for leaving				

15a. If you are now or have ever been a civil servant in your government's employ, please give the name of the administration and dates of duty.

15b. If you are or have ever been a NATO Civilian, indicate last grade and step held.

15c. Are any of your relatives (or is your partner) employed by one of the NATO bodies?

☐ Yes

☐ No

If so, list them.

Name	Civilian	Military	Relationship	Name of NATO Body
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

16. List professional societies to which you belong and your activities in public or international affairs.

17. List but do not attach your publication records.

18. List your social and athletic activities and other particular abilities or interests.

19. List periods spent away from your home country (holidays excluded).

Country	Reason for visit or residence	Dates

20. 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)?

☐ Yes ☐ No

If 'yes' give full particulars of each case in an attached statement.

21. Indicate physical handicaps and/or chronic illnesses that you have.

22. 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 may be contacted without prior notice to candidates.**

Name	Full address	Telephone	Profession
1.			
2.			
3.			

23. State any other relevant facts not covered in this application.

24. I certify that the statements made by me in the foregoing application 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 will render a staff member of NATO liable to termination or dismissal.

Date

Signature

Vacancy Announcement
Vacancy 7/2010
Head, Department of Applied Research, NATO Grade A5
NATO Undersea Research Centre, La Spezia, Italy

The NATO Undersea Research Centre (NURC) supports NATO's maritime operational and transformational requirements through directed research in partnership with the NATO nations for new maritime and undersea capabilities. The Centre's Scientific Programme of Work is conducted in the Research Division which is comprised of the Applied Research and Systems Technology Departments. NURC invites applications for the position of Head, Department of Applied Research. The Applied Research Department is primarily focused on understanding and predicting the state of the ocean and the effects of state variables on risk in Naval operations. Component disciplines include underwater acoustics, ocean prediction, remote sensing, adaptive sampling, and information theory and cognitive sciences.

In addition to the attached generic job description, the principal duties and qualifications are as follows:

RESPONSIBILITIES:

1. Manage a department of approximately 18 Scientists and 15 Scientific Assistants, to include performance reviews, career development, goal setting and day to day responsibilities such as balancing leave schedules, allocation of departmental resources and mentoring.
2. Plan, co-ordinate, and allocate departmental human resources to scientific projects based on the needs of the project for viable project execution, adjusting as necessary to meet contingencies and briefing on resource adjustments to a corporate operations board for impact assessment.
3. Assist in recruiting new scientific personnel (staff, visiting scientists) for the department ensuring the continuity and diversity of expertise needed for current and projected Centre efforts.
4. With a strategic view and working with the Chief Scientist, define research deliverables and seek funding for advanced technology demonstrations leading to transition of those deliverables to Naval operations.
5. Develop the department's science and technology strategy and budget, formulate the annual programme of work, and set and evaluate departmental objectives to achieve the goals of the programme of work.
6. Maintain the core competencies of the department at the highest professional level with a focus on scientific staff's technical growth and retaining the expertise required to support specific projects.
7. Plan and lead exploratory research in underwater acoustics, ocean prediction, remote sensing, adaptive sampling, and information theory and cognitive science
8. Propose and implement procedures and practices to improve effectiveness and efficiency, particularly coordination and teamwork in the use of resources to support scientific projects.
9. Produce and review reports and external publications, describing the Department's accomplishments.
10. Communicate regularly with department personnel regarding technical advances and synergies, NATO activities, administrative policies, funding opportunities and items of professional interest.
11. Communicate regularly with relevant NATO and national organizations to raise awareness of the Centre's value to those organizations.
12. In coordination with the business development unit, market the department's capabilities to science and technology funding agencies, armaments acquisition agencies, navies and coastguards, NATO commands, and industry.

ESSENTIAL QUALIFICATIONS:

1. Demonstrated leadership in the management of applied ocean research as evidenced by successful innovations.
2. Senior-level management experience managing research projects in a competitive environment including grant and contract proposal preparation, review and submission.
3. A postgraduate degree in acoustics, oceanography, physics, engineering, operations research or a related field. Commensurate experience will be considered in lieu of an advanced degree for a highly qualified candidate.
4. Recognized achievement in research related to the maritime environment, systems or operations including time at-sea onboard research vessels as evidenced by peer-reviewed publications, keynote speeches in conferences, invited lectures and awards.
5. Demonstrated initiative in maintaining professional skills through continuing education to remain current with the latest advances in science, technology and management.
6. Experience in managing and/or developing a research group including a record of developing human resources (recruitment, performance management, mentoring, training of scientists and engineers).
7. Knowledge of project management software tools.
8. Professional competency in English.

DESIRABLE QUALIFICATIONS:

1. Experience with the ISO 9000 or similar Quality Management System.
2. Experience in an international organization.
3. Proven ability to work successfully with military staff.
4. Working knowledge of Italian is an asset.

PERSONAL ATTRIBUTES:

Leadership:

1. Able to work productively with minimal supervision, take initiative, and provide creative solutions when confronted with complexity and ambiguity.
2. Able to identify and articulate strategic directions in core competency areas of responsibility: underwater acoustics, ocean prediction, remote sensing, adaptive sampling, information theory and cognitive science.
3. Able to establish challenging goals and steadily motivate a multi-disciplinary, multicultural team to achieve useful results in an overall context of volatile budgets and fluctuating requirements.
4. Able to lead, motivate and mentor others toward professional growth and development.

Management:

1. Able to evaluate, establish and adjust priorities, make courageous decisions, and assume full accountability for actions and decisions taken.
2. Able to be resourceful when budgets are reduced,
3. Able to establish an effective work flow to achieve objectives in a timely and efficient manner
4. Able to publish reports and papers on innovative management as well as research issues.

Relationships and Communication:

1. Able to develop long-term strategic relationships with stakeholders, partners and sponsors.
2. Able to understand, explain and present complex ideas to both specialist and non-specialist audiences at all levels in a clear, concise, persuasive manner, both written and oral.
3. Able to conduct discussions at senior levels with representatives of NATO nations or other NATO bodies on behalf of the NURC, and have regular professional contact typically at senior management level inside and outside the Centre with political awareness, good listening and negotiating skills, tact, judgment and adaptability.

Technical Knowledge:

1. Maintain state-of-the-art knowledge of science and technology in core competency areas of responsibility including related activities in other similar organizations.

2. Maintain current knowledge of defense matters including research capacities and industrial policies of the NATO nations.

CONTRACT

The attention of candidates is drawn to the fact that this is a research post in a scientific establishment therefore the successful candidate will be offered a definite duration contract not exceeding three years' duration which, subject to satisfactory performance and organizational requirements, may be renewed by mutual consent for further periods of up to two years.

NURC offers a comprehensive benefits package including tax-free remuneration, 6 weeks annual vacation, life and medical insurance, a retirement plan, educational allowance for dependent children and paid travel to the home country for the member and family every two years.

APPLICATION PROCEDURE

Qualified candidates must submit a curriculum vita and completed official NURC application form (available at <http://www.nurc.nato.int/employment/app-form.rtf>) indicating vacancy number and job title. A covering letter explaining how their experience and qualifications fit them to the specified requirements should also be included. Copies of certificates covering the highest level of education required by the job description must be submitted together with the application form. Applications are to be submitted electronically (preferable) to: recruitment@nurc.nato.int (the application form and its supporting documents such as continuation sheets and copies of certificates must be sent as a single word document).

Applications will be accepted and considered until **30 September 2010**.

Notes for candidates: the candidature of NATO redundant staff will be considered and evaluated before any other candidature.

Notes for NATO civilian personnel officers/human resources managers: if you have any qualified redundant staff of same grade, please advise NURC either by message or e-mail (recruitment@nurc.nato.int) no later than 20 September 2010.

Remarks: only nationals of the 28 NATO member countries can apply for vacancies at NURC. The NATO member countries are: Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, the Netherlands, Turkey, United Kingdom, and United States.

POC: Human Resources Branch (recruitment@nurc.nato.int)

Attachment: NATO Job Description TRC RAX 0010

NATO JOB DESCRIPTION

Printed: 08/10/2009 10:56:41
ECR Details Verified

PART I - JOB IDENTIFICATION

Job Title	Scientist	Date	13 Jan 2009
PE Post Number	TRC RAX 0010	Command	Allied Command Transformation
Rank/Grade	A-5	HQ	NATO Undersea Research Centre ISPE
Nationality		Division	Research Division
Service		Branch	Applied Research Department
Job Code	520A/525K	Duty Location	La Spezia (ITA)

PART II - PE DETAILS

A. POST CONTEXT

- The NATO Undersea Research Centre (NURC) develops technology that will facilitate the transformation of NATO military capabilities and is a focus for partnering in maritime innovation for NATO Commands and the NATO Nations. The Research Division is comprised of the Applied Research and Systems Technology Departments and supported by Programme Management. The Centre's Programme of Work is conducted in these two scientific departments oriented respectively toward systems research and physical processes research. -

B. REPORTS TO

Division Head (Research Division), TRC RXX 0010.

C. PRINCIPAL DUTIES

The incumbent's duties are:

Senior Principal Scientists may be assigned as Department Heads, Programme Managers, and/or perform individual research. The incumbent's duties are:

1. Department Head.
 - a. Provides direct supervision and line management of department personnel.
 - b. In close coordination with Programme Managers advises the Division Head on the maintenance and development of the professional qualifications of his/her department and its ability to sustain the Programme of Work as well as exploratory work, military experimentation, technology watch and related activities under the Supplementary Work Program.
 - c. Recruits new personnel for the department ensuring continuity, proper expertise for current and future Centre programmes and projects.
 - d. Works with CHRM to update job descriptions, produce vacancy announcements and develops and implements strategies to ensure department positions are appropriately advertised to attract the best talent.
 - e. Regularly communicated with Department personnel to keep them informed on programme of work, NATO activities, new policies and items of professional interest.
 - f. Assembles teams and promotes close teamwork in the execution of Centre programmes and projects.
2. Programme Manager.
 - a. Develop, articulate and defend the Centre's Master Plan for the Thrust Area.
 - b. The oversight and management of Thrust Area programme and project planning including supervision and mentoring of assigned staff.
 - c. The overall execution of the Thrust Area Plans including:
 - (1) Trade-offs among performance, schedules and costs.
 - (2) Tracking, managing and reporting risks (technical, resource, other).

(3) Timely delivery of outputs.

(4) Documentation and reporting on activities and outputs.

d. Conduct market surveys to identify new business opportunities and propose project to exploit the Centre's technology base.

e. Survey national research, technology, and development programmes for indications of future R&T directions in order to anticipate national acquisition trends and developments of interest to the Centre.

f. Develop and implement strategies to actively engage other NATO bodies, agencies, and commands in the Centre's programme.

3. Individual Research.

a. The investigation of maritime research problems either as an individual scientist working essentially on his/her own or as the leader of a small team.

b. Carrying out and documenting experimental or theoretical investigations as part of a team working on maritime research problems assigned to it in implementation of the Programme of Work.

c. Conception, design and development of advance equipment, demonstrators, or facilities.

The following duties are required of all members of the grade:

1. In the light of the experience expected in this grade, the provision of guidance and instruction to other members of the scientific and technical staff who may be assigned to him/her.

2. Promoting and maintaining close relations with other scientists or military staff concerned with similar or related problems within the NURC and in national or international scientific establishments and military headquarters.

3. Keeping himself/herself and the directorate informed about NATO activities in the various member countries that are relevant to the current and future activities of the NURC and to the exploitation of NURC products and knowledge.

4. Interaction with national and international scientific establishments in order to remain abreast of the latest technical and scientific principles and practices on matters pertaining to his/her component of the Programme of Work as well as potential exploratory research areas and technology watch activities.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

There are first line reporting responsibilities for the following numbers of staff: 3 x B-6; 4 x B-5; 1 x B-3; 2 x A-5; 6 x A-4; 7 x A-3; 5 x A-2

D. ADDITIONAL DUTIES

1. The incumbent may be required to perform his or her duties onboard NURC's vessels and may be called upon to perform like duties elsewhere in the organisation.

2. Flexibility Clause: In order for the command to deal with emergent requirements, the incumbent may be required to perform other related duties as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time). Additionally, the incumbent may also be reassigned as directed by the Deputy Director for up to 180 days (and where necessary in excess of 180 days with the agreement of the incumbent).

3. Annual TDY Requirement: The incumbent can expect to go on 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 work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

Primary: 520A Engineering and engineering trades

The study of engineering and engineering trades without specialising in any of the detailed fields. (specialisation: Engineering (broad programmes)) [Ref: UNESCO ISCED 1997:520]

Primary Skill Level: Set strategy, inspire, mobilise: Has authority and responsibility for all aspects within an area of work, including leading the formulation and implementation of strategy, the policy formation and application within an area of work. Is held fully accountable for actions taken and decisions made, both by self and subordinates. Applies highest level management and leadership skills. Influences developments within the enterprise at highest levels by advancing the exploitation of functional area knowledge within one or more organisations and/or the advancement of domain knowledge. Maintains a deep understanding of the Alliance and emerging concepts and identifies implications for the wider operational environment. Understands and communicates the potential impact of emerging concepts on the enterprise, organisations and individuals and analyses the risks of implementing or not implementing such concepts. Takes decisions critical to organisational success. Develops long-term strategic relationships with leading partners within the alliance and alliance nations. Understands, explains and presents complex ideas to both specialist and non-specialist audiences at all levels up to the highest in a persuasive and convincing manner. Maintains broad and deep functional area knowledge coupled with equivalent knowledge of the activities of other related/supported organisations. Takes initiative to keep both own and subordinates skills up to date and to maintain awareness of and, in own areas of expertise. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

- a. 6 years post-graduate experience in research related to the maritime environment, systems or operations.
- b. Demonstrated leadership ability and experience in the management of research efforts.
- c. Recognized achievement in research.
- d. A more specific statement of required education and training may be developed at the time of recruitment in order to address the specific needs of the Programme of Work.

Secondary: 525K Motor vehicles, ships and aircraft

The study of designing, developing, producing, maintaining, diagnosing faults in, repairing and servicing motor vehicles, including earth moving equipment and agriculture machines. Typical is the combining of studies in both metal structures and motors. (specialisation: Maritime engineering) [Ref: UNESCO ISCED 1997:525]

Secondary Skill Level: Set strategy, inspire, mobilise: Has authority and responsibility for all aspects within an area of work, including leading the formulation and implementation of strategy, the policy formation and application within an area of work. Is held fully accountable for actions taken and decisions made, both by self and subordinates. Applies highest level management and leadership skills. Influences developments within the enterprise at highest levels by advancing the exploitation of functional area knowledge within one or more organisations and/or the advancement of domain knowledge. Maintains a deep understanding of the Alliance and emerging concepts and identifies implications for the wider operational environment. Understands and communicates the potential impact of emerging concepts on the enterprise, organisations and individuals and analyses the risks of implementing or not implementing such concepts. Takes decisions critical to organisational success. Develops long-term strategic relationships with leading partners within the alliance and alliance nations. Understands, explains and presents complex ideas to both specialist and non-specialist audiences at all levels up to the highest in a persuasive and convincing manner. Maintains broad and deep functional area knowledge coupled with equivalent knowledge of the activities of other related/supported organisations. Takes initiative to keep both own and subordinates skills up to date and to maintain awareness of and, in own areas of expertise. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

None

2. Education/Training

Masters Degree or equivalent in maritime, marine, mechanical engineering, or naval engineering, engineering or related discipline and 6 years post related experience

3. Security Clearance

NATO SECRET

4. Language

English SLP 4343 (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.

5. 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:	Basic Knowledge

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specific Experience: a. Capability to maintain professional qualifications through continued education to remain abreast of the latest technical and scientific principles and practices.

b. Experience with the ISO 9000 or similar Quality Management System.

c. Experience in an international organisation.

2. Education/Training

Doctorate (PhD)

3. Language

English 4444

C. CIVILIAN POSTS

1. Personal Attributes

The incumbent must be highly articulate and persuasive possessing tact and diplomacy. He/She must have a proven ability to work with no supervision and is expected to be a proactive self-starter. Must possess keen perception and apply sound judgement, which must take due account of political realities. Frequent requirement for original thought. The incumbent must be capable of working in a demanding environment, be clear, concise, and convincing in written and oral presentations, and flexible in response to changing requirements. He/She must also have:

- Proven ability to work successfully with military staff.

- Demonstrated leadership and management capabilities.
- Personal qualities of tact, judgement and adaptability.
- Ability to tactfully and effectively interface with senior management personnel, peers, and subordinates.
- Good political awareness and motivational and listening skills.
- A sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, as well as with staff from private scientific/industrial organisations.

2. Managerial Responsibilities

Supervision of a Group. Heads a unit, which involves the direction, planning and coordination of diverse subjects. This work involves projects and programmes which engage multiple parts of the organisation and often involves interaction with external organisations.

There are first line reporting responsibilities for the following numbers of staff: 3 x B-6; 4 x B-5; 1 x B-3; 2 x A-5; 6 x A-4; 7 x A-3; 5 x A-2

3. Professional Contacts

Often involved in significant discussions at senior committee level with representatives of NATO nations or other NATO bodies on behalf of the NURC. Has a regular professional contact typically at senior management level inside and outside the Centre. Develops policy and processes which requiring explanation, discussion, persuasion and approval of actions. Requires good negotiating skill, tact and persuasion.

4. Contribution to the Objectives

Provides leadership in several key aspects of the performance of the Programme of Work. Acts as a group leader for a group of scientists organised by disciplines and as a senior researcher.

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

Locally imposed or unique requirements (Comments and notes by requesting HQ):

This Job Description (JD) contains text forced by the NATO Establishment Review Tool (ERT) based on the Rank/Grade and NATO Occupational Code (NOC) assigned to the post. The ERT forced text appears primarily in the Essential Qualifications Section of the JD, this text should be regarded as generic guidance relating to the skills and experience required by the post holder. These requirements are not mandatory for the purposes of recruiting NATO International Civilian Posts. For further information regarding the text concerned please contact Manpower Section.

The light red text fields on this document were produced using NATO Manpower Reference data v211 which is available from http://insertweb.ais.nato.int/WISE/GlobalData/reference?Version_ID=211. If you wish to change these texts please refer to the above document. Light blue text is structured generated text referring to data held in MAPS, or version control information.

Vacancy Announcement
Vacancy 8/2010
Head, Department of Systems Technology, NATO Grade A5
NATO Undersea Research Centre, La Spezia, Italy

The NATO Undersea Research Centre (NURC) supports NATO's maritime operational and transformational requirements through directed research in partnership with the NATO nations for new maritime and undersea capabilities. The Centre's Scientific Programme of Work is conducted in the Research Division which is comprised of the Applied Research and Systems Technology Departments. NURC invites applications for the position of Head, Department of Systems Technology. The Systems Technology Department is primarily focused on the integration of sensors and platforms for surveillance and intervention missions in the maritime environment.

In addition to the attached generic job description, the principal duties and qualifications are as follows:

RESPONSIBILITIES:

1. Manage a department of approximately 18 Scientists and 15 Scientific Assistants, to include performance reviews, career development, goal setting and day to day responsibilities such as balancing leave schedules, allocation of departmental resources and mentoring.
2. Plan, co-ordinate, and allocate departmental human resources to scientific projects based on the needs of the project for viable project execution, adjusting as necessary to meet contingencies and briefing on resource adjustments to a corporate operations board for impact assessment.
3. Assist in recruiting new scientific personnel (staff, visiting scientists) for the department ensuring the continuity and diversity of expertise needed for current and projected Centre efforts.
4. With a strategic view and working with the Chief Scientist, define research deliverables and seek funding for advanced technology demonstrations leading to transition of those deliverables to naval operations.
5. Develop the department's science and technology strategy and budget, formulate the annual programme of work, and set and evaluate departmental objectives to achieve the goals of the programme of work.
6. Maintain the core competencies of the department at the highest professional level with a focus on scientific staff's technical growth and on retaining the expertise required to support specific projects.
7. Plan and lead exploratory research in sensors and signal processing, autonomy and collective intelligence, operations research of complex systems and communication engineering.
8. Propose and implement procedures and practices to improve effectiveness and efficiency, particularly coordination and teamwork in the use of resources to support scientific projects.
9. Produce and review reports and external publications, describing the department's accomplishments.
10. Communicate regularly with department personnel regarding technical advances and synergies, NATO activities, administrative policies, funding opportunities and items of professional interest.
11. Communicate regularly with relevant NATO and national organizations to raise awareness of the Centre's value to those organizations.
12. In coordination with the business development unit, market the department's capabilities to science and technology funding agencies, armaments acquisition agencies, navies and coastguards, NATO commands, and industry.

ESSENTIAL QUALIFICATIONS:

1. Demonstrated leadership in the management of ocean systems technology as evidenced by successful innovations.

2. Senior-level management experience managing research projects in a competitive environment including grant and contract proposal preparation, review and submission.
3. A postgraduate degree in acoustics, oceanography, physics, engineering, operations research or a related field. Commensurate experience will be considered in lieu of an advanced degree for a highly qualified candidate.
4. Recognized achievement in research related to the maritime environment, systems or operations including time at-sea onboard research vessels as evidenced by peer-reviewed publications, keynote speeches in conferences, invited lectures and awards.
5. Demonstrated initiative in maintaining professional skills through continuing education to remain current with the latest advances in science, technology and management.
6. Experience in managing and/or developing a research group including a record of developing human resources (recruitment, performance management, mentoring, training of scientists and engineers).
7. Knowledge of project management software tools.
8. Professional competency in English.

DESIRABLE QUALIFICATIONS:

1. Experience with the ISO 9000 or similar Quality Management System.
2. Experience in an international organization.
3. Proven ability to work successfully with military staff.
4. Working knowledge of Italian is an asset.

DESIRABLE PERSONAL ATTRIBUTES:

Leadership:

1. Able to work productively with minimal supervision, take initiative, and provide creative solutions when confronted with complexity and ambiguity.
2. Able to identify and articulate strategic directions in core competency areas of responsibility: sensors and signal processing, autonomy and collective intelligence, operations research of complex systems and communication engineering.
3. Able to establish challenging goals and steadily motivate a multi-disciplinary, multicultural team to achieve useful results in an overall context of volatile budgets and fluctuating requirements.
4. Able to lead, motivate and mentor others toward professional growth and development.

Management:

1. Able to evaluate, establish and adjust priorities, make courageous decisions, and assume full accountability for actions and decisions taken.
2. Able to be resourceful when budgets are reduced.
3. Able to establish an effective work flow to achieve objectives in a timely and efficient manner.
4. Able to publish reports and papers on innovative management as well as research issues.

Relationships and Communication:

1. Able to develop long-term strategic relationships with stakeholders, partners and sponsors.
2. Able to understand, explain and present complex ideas to both specialist and non-specialist audiences at all levels in a clear, concise, persuasive manner, both written and oral.
3. Able to conduct discussions at senior levels with representatives of NATO nations or other NATO bodies on behalf of the NURC, and have regular professional contact typically at senior management level inside and outside the Centre with political awareness, good listening and negotiating skills, tact, judgment and adaptability.

Technical Knowledge:

1. Maintain state-of-the-art knowledge of science and technology in core competency areas of responsibility including related activities in other similar organizations.

2. Maintain current knowledge of defense matters including research capacities and industrial policies of the NATO nations.

CONTRACT

The attention of candidates is drawn to the fact that this is a research post in a scientific establishment therefore the successful candidate will be offered a definite duration contract not exceeding three years' duration which, subject to satisfactory performance and organizational requirements, may be renewed by mutual consent for further periods of up to two years.

NURC offers a comprehensive benefits package including tax-free remuneration, 6 weeks annual vacation, life and medical insurance, a retirement plan, educational allowance for dependent children and paid travel to the home country for the member and family every two years.

APPLICATION PROCEDURE

Qualified candidates must submit a curriculum vita and completed official NURC application form (available at <http://www.nurc.nato.int/employment/app-form.rtf>) indicating vacancy number and job title. A covering letter explaining how their experience and qualifications fit them to the specified requirements should also be included. Copies of certificates covering the highest level of education required by the job description must be submitted together with the application form. Applications are to be submitted electronically (preferable) to: recruitment@nurc.nato.int (the application form and its supporting documents such as continuation sheets and copies of certificates must be sent as a single word document).

Applications will be accepted and considered until **30 September 2010**.

Notes for candidates: the candidature of NATO redundant staff will be considered and evaluated before any other candidature.

Notes for NATO civilian personnel officers/human resources managers: if you have any qualified redundant staff of same grade, please advise NURC either by message or e-mail (recruitment@nurc.nato.int) no later than 20 September 2010.

Remarks: only nationals of the 28 NATO member countries can apply for vacancies at NURC. The NATO member countries are: Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, the Netherlands, Turkey, United Kingdom, and United States.

POC: Human Resources Branch (recruitment@nurc.nato.int)

Attachment: NATO Job Description TRC RRX 0010

NATO JOB DESCRIPTION

Printed: 08/10/2009 11:03:32
ECR Details Verified

PART I - JOB IDENTIFICATION

Job Title	Scientist	Date	14 Jan 2009
PE Post Number	TRC RRX 0010	Command	Allied Command Transformation
Rank/Grade	A-5	HQ	NATO Undersea Research Centre ISPE
Nationality		Division	Research Division
Service		Branch	System Technology Department
Job Code	520A/525K	Duty Location	La Spezia (ITA)

PART II - PE DETAILS

A. POST CONTEXT

- The NATO Undersea Research Centre (NURC) develops technology that will facilitate the transformation of NATO military capabilities and is a focus for partnering in maritime innovation for NATO Commands and the NATO Nations. The Research Division is comprised of the Applied Research and Systems Technology Departments and supported by Programme Management. The Centre's Programme of Work is conducted in these two scientific departments oriented respectively toward systems research and physical processes research. -

B. REPORTS TO

Division Head (Research Division), TRC RXX 0010.

C. PRINCIPAL DUTIES

The incumbent's duties are:

Senior Principal Scientists may be assigned as Department Heads, Programme Managers, and/or perform individual research. The incumbent's duties are:

1. Department Head.

- Provides direct supervision and line management of department personnel.
- In close coordination with Programme Managers advises the Division Head on the maintenance and development of the professional qualifications of his/her department and its ability to sustain the Programme of Work as well as exploratory work, military experimentation, technology watch and related activities under the Supplementary Work Program.
- Recruits new personnel for the department ensuring continuity, proper expertise for current and future Centre programmes and projects.
- Works with CHRM to update Job Descriptions, produce vacancy announcements and develops and implements strategies to ensure department positions are appropriately advertised to attract the best talent.
- Regularly communicated with Department personnel to keep them informed on Programme of Work, NATO activities, new policies and items of professional interest.
- Assembles teams and promotes close teamwork in the execution of Centre programmes and projects.

2. Programme Manager.

- Develop, articulate and defend the Centre's Master Plan for the Thrust Area.
- The oversight and management of Thrust Area programme and project planning including supervision and mentoring of assigned staff.
- The overall execution of the Thrust Area Plans including:
 - Trade-offs among performance, schedules and costs.
 - Tracking, managing and reporting risks (technical, resource, other).

(3) Timely delivery of outputs.

(4) Documentation and reporting on activities and outputs.

d. Conduct market surveys to identify new business opportunities and propose project to exploit the Centre's technology base.

e. Survey national research, technology, and development programmes for indications of future R&T directions in order to anticipate national acquisition trends and developments of interest to the Centre.

f. Develop and implement strategies to actively engage other NATO bodies, agencies, and commands in the Centre's programme.

3. Individual Research.

a. The investigation of maritime research problems either as an individual scientist working essentially on his / her own or as the leader of a small team.

b. Carrying out and documenting experimental or theoretical investigations as part of a team working on maritime research problems assigned to it in implementation of the Programme of Work.

c. Conception, design and development of advance equipment, demonstrators, or facilities.

The following duties are required of all members of the grade:

1. In the light of the experience expected in this grade, the provision of guidance and instruction to other members of the scientific and technical staff who may be assigned to him/her.

2. Promoting and maintaining close relations with other scientists or military staff concerned with similar or related problems within the NURC and in national or international scientific establishments and military headquarters.

3. Keeping himself/herself and the directorate informed about NATO activities in the various member countries that are relevant to the current and future activities of the NURC and to the exploitation of NURC products and knowledge.

4. Interaction with national and international scientific establishments in order to remain abreast of the latest technical and scientific principles and practices on matters pertaining to his/her component of the Programme of Work as well as potential exploratory research areas and technology watch activities.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

There are first line reporting responsibilities for the following numbers of staff: 1 x B-6; 6 x B-5; 3 x B-4; 4 x B-3; 3 x A-5; 6 x A-4; 7 x A-3; 7 x A-2

D. ADDITIONAL DUTIES

1. The incumbent may be required to perform his or her duties onboard NURC's vessels and may be called upon to perform like duties elsewhere in the organisation.

2. Flexibility Clause: In order for the command to deal with emergent requirements, the incumbent may be required to perform other related duties as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time). Additionally, the incumbent may also be reassigned as directed by the Deputy Director for up to 180 days (and where necessary in excess of 180 days with the agreement of the incumbent).

3. Annual TDY Requirement: The incumbent can expect to go on 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 work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

Primary: 520A Engineering and engineering trades

The study of engineering and engineering trades without specialising in any of the detailed fields. (specialisation: Engineering (broad programmes)) [Ref: UNESCO ISCED 1997:520]

Primary Skill Level: Set strategy, inspire, mobilise: Has authority and responsibility for all aspects within an area of work, including leading the formulation and implementation of strategy, the policy formation and application within an area of work. Is held fully accountable for actions taken and decisions made, both by self and subordinates. Applies highest level management and leadership skills. Influences developments within the enterprise at highest levels by advancing the exploitation of functional area knowledge within one or more organisations and/or the advancement of domain knowledge. Maintains a deep understanding of the Alliance and emerging concepts and identifies implications for the wider operational environment. Understands and communicates the potential impact of emerging concepts on the enterprise, organisations and individuals and analyses the risks of implementing or not implementing such concepts. Takes decisions critical to organisational success. Develops long-term strategic relationships with leading partners within the alliance and alliance nations. Understands, explains and presents complex ideas to both specialist and non-specialist audiences at all levels up to the highest in a persuasive and convincing manner. Maintains broad and deep functional area knowledge coupled with equivalent knowledge of the activities of other related/supported organisations. Takes initiative to keep both own and subordinates skills up to date and to maintain awareness of and, in own areas of expertise. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

- a. 6 years post-graduate experience in research related to the maritime environment, systems or operations.
- b. Demonstrated leadership ability and experience in the management of research efforts.
- c. Recognized achievement in research.
- d. A more specific statement of required education and training may be developed at the time of recruitment in order to address the specific needs of the Programme of Work.

Secondary: 525K Motor vehicles, ships and aircraft

The study of designing, developing, producing, maintaining, diagnosing faults in, repairing and servicing motor vehicles, including earth moving equipment and agriculture machines. Typical is the combining of studies in both metal structures and motors. (specialisation: Maritime engineering) [Ref: UNESCO ISCED 1997:525]

Secondary Skill Level: Set strategy, inspire, mobilise: Has authority and responsibility for all aspects within an area of work, including leading the formulation and implementation of strategy, the policy formation and application within an area of work. Is held fully accountable for actions taken and decisions made, both by self and subordinates. Applies highest level management and leadership skills. Influences developments within the enterprise at highest levels by advancing the exploitation of functional area knowledge within one or more organisations and/or the advancement of domain knowledge. Maintains a deep understanding of the Alliance and emerging concepts and identifies implications for the wider operational environment. Understands and communicates the potential impact of emerging concepts on the enterprise, organisations and individuals and analyses the risks of implementing or not implementing such concepts. Takes decisions critical to organisational success. Develops long-term strategic relationships with leading partners within the alliance and alliance nations. Understands, explains and presents complex ideas to both specialist and non-specialist audiences at all levels up to the highest in a persuasive and convincing manner. Maintains broad and deep functional area knowledge coupled with equivalent knowledge of the activities of other related/supported organisations. Takes initiative to keep both own and subordinates skills up to date and to maintain awareness of and, in own areas of expertise. [Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]

None

2. Education/Training

Masters Degree or equivalent in maritime, marine, mechanical engineering, or naval engineering, engineering or related discipline and 6 years post related experience

3. Security Clearance

NATO SECRET

4. Language

English SLP 4343 (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.

5. 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:	Basic Knowledge

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specific Experience: Capability to maintain professional qualifications through continued education to remain abreast of the latest technical and scientific principles and practices.

Experience with the ISO 9000 or similar Quality Management System.

Experience in an international organisation.

2. Education/Training

Doctorate (PhD)

3. Language

English 4444

C. CIVILIAN POSTS

1. Personal Attributes

The incumbent must be highly articulate and persuasive possessing tact and diplomacy. He/She must have a proven ability to work with no supervision and is expected to be a proactive self-starter. Must possess keen perception and apply sound judgement. Frequent requirement for original thought. The incumbent must be capable of working in a demanding environment, be clear, concise, and convincing in written and oral presentations, and flexible in response to changing requirements. He/She must also have:

- Proven ability to work successfully with military staff.
- Demonstrated leadership and management capabilities.
- Personal qualities of tact, judgement and adaptability.
- Ability to tactfully and effectively interface with senior management personnel, peers, and subordinates.
- Good political awareness and motivational and listening skills.

- A sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, as well as with staff from private scientific/industrial organisations.

2. Managerial Responsibilities

Supervision of a Group. Heads a unit, which involves the direction, planning and coordination of diverse subjects. This work involves projects and programmes which engage multiple parts of the organisation and often involves interaction with external organisations.

There are first line reporting responsibilities for the following numbers of staff: 1 x B-6; 6 x B-5; 3 x B-4; 4 x B-3; 3 x A-5; 6 x A-4; 7 x A-3; 7 x A-2

3. Professional Contacts

Often involved in significant discussions at senior committee level with representatives of NATO nations or other NATO bodies on behalf of the NURC. Has a regular professional contact typically at senior management level inside and outside the Centre. Develops policy and processes which requiring explanation, discussion, persuasion and approval of actions. Requires good negotiating skill, tact and persuasion.

4. Contribution to the Objectives

Provides leadership in several key aspects of the performance of the Programme of Work. Acts as a group leader for a group of scientists organised by disciplines and as a senior researcher.

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

Locally imposed or unique requirements (Comments and notes by requesting HQ):

This Job Description (JD) contains text forced by the NATO Establishment Review Tool (ERT) based on the Rank/Grade and NATO Occupational Code (NOC) assigned to the post. The ERT forced text appears primarily in the Essential Qualifications Section of the JD, this text should be regarded as generic guidance relating to the skills and experience required by the post holder. These requirements are not mandatory for the purposes of recruiting NATO International Civilian Posts. For further information regarding the text concerned please contact Manpower Section.

The light red text fields on this document were produced using NATO Manpower Reference data v211 which is available from http://nsertweb.ais.nato.int/WISE/GlobalData/reference?Version_ID=211. If you wish to change these texts please refer to the above document. Light blue text is structured generated text referring to data held in MAPS, or version control information

CURRICULUM VITAE

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

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

**ELENCO INDIRIZZI ALLEGATO ALLA CIRCOLARE N. 63104
DEL 11/08/2010**

**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

FOTOGRAFIA

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 ANZIANITA'	
		A DI GRADO	B DI SERVIZIO
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) ** <u>SU</u> **	<u>26 ESITO DELLE VALUTAZIONI AL GRADO SUPERIORE</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) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di inter</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	31 <u>DATA DI SCADENZA</u>
30	<u>ASSICURA LA PERMANENZA NELL'INCARICO?</u> (9) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di interesse</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	

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) ** - ** - ****