



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. – fax. 06.49862426

r3d8s0@persociv.difesa.it

M_DGCIV
Prot. nr. 30247
Del 14/04/2010
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^ Divisione - 1^ Sezione - improrogabilmente entro la data indicata nella citata tabella.

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. A013	Bonn (Germania)	“ Programme Management Policy Section Leader”	Grado A5 (Dirigente)	inglese	30/04/2010

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

f.to



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	A013 – Programme Management Policy Section Leader
Grade	A5
Division	Programme Management Support
Section	Programme Management Policy
Management of Staff	5
Location	Bonn, Germany
Start Date	01 November 2010
Interview Date	10 June 2010

1. Background

The Programme Management Policy Section (PMPS) within PMSD is responsible for providing the expertise needed in the preparation and drafting of the definition of the OCCAR policy in respect of programmes, contracts and quality management and the negotiation of agreements with the Member and Programme Participating States and other International Organisations (Integration Decision, Programme Decision and International Agreements/Arrangements). The PMPS is also responsible within the commercial/contractual domain for the management of small Programmes and TDP (Technology Demonstrator Projects), for which a specific Programme Division (PD) is not set up.

2. Duties

The **Programme Management Policy Section Leader** will report directly to the Head of Programme Management Support Division.

In particular, he/she will:

- Define the OCCAR policy in respect of programmes, contracts and quality assurance management;
- Negotiate and prepare Agreements/Arrangements with the Participating States and other States or International Organisations;
- Define the OCCAR-EA policy for Procurement Contracts;

Vacancy notice A013 – Programme Management Policy Section Leader

March 2010

Points of contact

1 – Michele Cosentino – Head of PMSD Tel: +49 228 5502 171, E-mail: michele.cosentino@occar.int
2 – Björn Rönnau – HRD Tel: +49 228 5502 182, E-mail: bjorn.roennau@occar.int



- Provide advice to the Head of PMSD during the scrutiny of contracts and contracts amendments;
- Support the integration of new programmes into OCCAR and the management of small programmes and TDP managed by OCCAR-EA Central Office;
- Manage the contractual support to the Programme Divisions during the contract negotiation and procurement process;
- Manage the legal support to the Programme Divisions for the establishment/amendment of the intergovernmental arrangements:
- Monitor the procurement/contract process followed by the Programme Divisions in relation with OCCAR rules;
- Support the audit functions for Programme management and Quality Assurance;
- Contribute to the OCCAR-EA corporate activities in which PMSD is involved;
- Liaise with the OCCAR-EA Legal Advisor in the assessment of corporate topics of OCCAR's interest;
- Provide professional guidance to contract staff in the Programme Divisions;
- Assist for the identification of tools and techniques needed by the OCCAR-EA to implement contractual/commercial regulations and procedures for programme management and to achieve its goals and objectives;
- Manage members of staff of the Programme Management Policy Section;
- Be available for duty travels to OCCAR-EA Programme Divisions not located in Bonn and to OCCAR Member/Participating States;

3. Knowledge and Experience

- Good knowledge in procurement policy and contracts management, particularly in the field of defence procurement in the OCCAR Nations;
- Good background in conducting international programme arrangement negotiations;
- Broad knowledge of administrative and legal aspects related to contracts in an international context. Knowledge of national legislation and contractual proceedings at least of one of the OCCAR Member State is essential.
- Previous experience in international contract managements, particularly from the point of view of international competitive bidding;
- Broad experience in international co-operation in the field of Defence systems;
- Awareness of other defence related structures and organisations.
- Knowledge of contract management in an international context or in a national context is highly desirable;

4. Competences / Skills

- Excellent team working skills, the ability to deal constructively and cooperatively with staff at all levels, in particular with programme managers and national representatives and the ability to motivate staff within the Division.
- The ability to interact sensitively, effectively and professionally with persons from diverse cultural backgrounds.
- Excellent analytical skills combined with a flexible problem-solving approach to issues and the ability to quickly make decisions.
- Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations.
- The ability to work in a changing, developing and demanding environment.
- The ability to work on own initiative and implement clear, efficient and logical approaches meeting objectives in a timely manner.
- The ability to use Computer and Information Technology (ICT) facilities, and demonstrate a good working knowledge of MS Office software.
- Fluency, orally and written in the English language.
- Knowledge of other OCCAR languages is highly desirable.

5. Qualifications

A university degree or equivalent relating to the prescribed tasks is 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 0020069 23-03-2010

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



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

Allegati:

OGGETTO: Richiesta di personale da candidare presso l'Ufficio Centrale dell'OCCAR – Posizione A013 “Programme Management Policy Section Leader” 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 il giorno 10 giugno 2010 a Bonn.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 17 maggio 2010.

d'ordine
IL CAPO DEL III REPARTO
(Gen. D. Claudio TOZZI)

Allegato 1 alla let. prot. n. 20069, in data 23-3-2010

A: STATO MAGGIORE DELLA DIFESA
1° 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

- 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.:	RECENT PHOTOGRAPH
DATE/PLACE OF BIRTH (please provide a copy of your passport or Identity card) Day: _____ Month: _____ Year: _____ City: _____ Country: _____	
2. NATIONALITY	
Present Nationality: Has your nationality ever changed or is it in the process of being changed? No <input type="checkbox"/> Yes <input type="checkbox"/> (please provide certified copy of naturalisation decree for new nationality) (explain the reasons for changing)	
Do you have dual nationality No <input type="checkbox"/> Yes <input type="checkbox"/> Which? _____ Explain: _____	
3. RESIDENCE	
Present address (to which correspondence should be sent): Home address (if different from above): How long have you lived in your present country of residence?	Telephone / -fax: Home: Office: Can we call you at your office? No <input type="checkbox"/> Yes <input type="checkbox"/> E-mail: (Please complete)
4. MARITAL STATUS	
<input type="checkbox"/> 1. Married (Date: _____) <input type="checkbox"/> 2. Separated (Date: _____) <input type="checkbox"/> 3. Divorced (Date: _____) <input type="checkbox"/> 4. Widow(er) <input type="checkbox"/> 5. Single	
If married, does your spouse work? No <input type="checkbox"/> Yes <input type="checkbox"/> If so, where? Job title: _____	

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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

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

8. EDUCATION

	Name and Location	Dates from to	Major subjects	Degree or other diploma
Senior / High Secondary School				
College or University				

Please provide a copy of your highest certificate or diploma

OTHER PROFESSIONAL QUALIFICATIONS, MEMBERSHIP OF BUSINESS OR PROFESSIONAL ASSOCIATIONS

Qualification received	Awarded by	Subject	Length of study	Date

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

10. EXPERIENCE IN USING INFORMATION TECHNOLOGY

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

MS Windows		ACCESS	
WORD		MS PROJECT	
EXCEL		LOTUS NOTES	
POWERPOINT		NAVISION	

Other software used:.....

11. ARE YOU A CIVIL SERVANT? National No Yes
International No Yes

If so, what are your duties and grade?

Do you have the right of return to your present employer? No Yes

Do you have a security clearance? No Yes

If so, what level?

- STAFF IN CONFIDENCE WHEN COMPLETED -

Name: _____ First Name(s): _____

12.1 PRESENT EMPLOYMENT	
COMPANY / ADDRESS	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 <input type="checkbox"/> Yes <input type="checkbox"/>	
IF YOU HAVE HELD MORE THAN THREE POSITIONS, PLEASE GIVE DETAILS ON A SEPARATE SHEET.	
13. MILITARY SERVICE	
Have you completed your military service No <input type="checkbox"/> Yes <input type="checkbox"/>	
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**

**ELENCO INDIRIZZI ALLEGATO ALLA CIRCOLARE N. 30247
DEL 14/04/2010**

**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
TRBUNALE 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