



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^a DIVISIONE 1^a SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. – fax. 06.49862426

r3d8s0@persociv.difesa.it

M_DGCIV

Prot. nr. 49773-D/8

Del 17/06/2010

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 la Divisione di Programma FSAF 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 copia;
- 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. B633	Parigi (Francia)	“ Management Secretary 1”	Grado B4(equiv.p.e.A2-F2)	inglese	28/06/2010

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

f.to



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice

Post	B633 – Management Secretary 1
Grade	B4
Division	FSAF Programme Division
Section	-
Management of Staff	0
Location	Paris area, France
Start Date	1st October 2010
Interview Date	Week commencing 05 July 2010

1. Background:

The scope of the Programme is the definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:

- Surface-to-Air Anti-Missile system (SAAM);
- Surface-to-Air Medium Range Land system (SAMP/T).

The management of this Programme seeks to optimise the use of as many common elements as possible and also gives consideration to the potential to extend the capabilities of the systems.

2. Role

The Management Secretary will report to the Programme Manager and provide secretarial support to the Programme Manager and the Programme Division.

3. Duties

In particular he/she will:

- answer general enquiries to the Programme Manager's office
- coordinate the Programme Manager's and Section Leaders' diaries (i.e. meetings, conferences, duty travels)
- file and maintain personnel records and documents relevant to the Programme Division
- manage incoming and outgoing mail
- draft documents, e-mails and faxes on request
- maintain and keep up-to-date the attendance list of the Programme Division
- coordinate all necessary aspects relevant to the preparation of meetings (e.g. room-booking)
- ensure complementary support to FSAF personnel (e.g. photocopy, faxes)

Points of contact

1 Roberto Cusello (FSAF Programme Division)
2 Björn Rönnau (Human Resources Division)

+ 33 (0)1 5724 8876
+ 49 228 5502 182

E-mail
roberto.cusello@occar.int
bjoern.roennau@occar.int



- if necessary, take temporary additional task as required by the Programme Manager;
- liaise with the Italian Embassy in Paris to manage the Italian seconded Staff documentation as foreseen by the rights and rules of the Italian republic;
- act as a courier to/from the Italian Embassy for the mail that is not a DGA charge;
- be responsible for updating and typing the personal records of Italian seconded M.o.D. staff.

4. Knowledge and Experience

Essential:

- good knowledge of rules and procedures relevant to personnel management and administration
- sound knowledge of current secretarial duties performed in national/international context
- sound knowledge of rules covering handling of mail with particular reference to classified mail

Desirable:

- experience in international co-operation activities is desirable
- familiarity with international security regulations

5. Competences / Skills

Essential:

- ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity
- excellent interpersonal skills with the ability to interact and communicate at all levels
- 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
- ability to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software
- fluency, orally and written, in the English language

Desirable:

- good knowledge of Italian and / or French languages is desirable

6. Qualifications

High / Secondary school certificate or equivalent

7. Security Clearance

National 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 0041791 15-06-2010



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 la Divisione di
Programma FSAF di Parigi – Posizione B633 “MANAGEMENT
SECRETARY 1 – Paris, France” Grado B4.**

A VEDASI ELENCO INDIRIZZI IN ALLEGATO

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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 nella settimana, con inizio dal 05 luglio 2010 a Parigi.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 22 giugno 2010.

d’ordine

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

M. Pascale

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

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.: _____ 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: _____	

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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

☐ 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