



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

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M_DGCIV

Prot. Nr.52739

Del 01/07/2010

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 FREMM 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^ Divisione - 1^ Sezione - improrogabilmente entro la data indicata nella citata tabella.

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. A818	Parigi (Francia)	“ASM/FREDA Finance and Contract Officer”	Grado A3(equiv.p.e.A3- F3)	inglese	20/08/2010

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

f.to



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	A818 – AVT/ASM Contract/Finance/General Management Officer
Grade	A3
Division	FREMM
Section	FREMM / Management and Commercial Section
Management of Staff	0
Location	Paris area, FR
Start Date	1st November 2010
Interview Date	Week commencing 27.09.2010

1. Background:

The scope of the Programme is the definition, development, production and initial in-service support of the European Multi-Missions Frigate (FREMM).

The FREMM Programme is broken down into four ship versions:

- Anti Sous-Marine (ASM) / Frégate de Défense Aérienne (FREDA) versions for FRANCE
- General Purpose (GP) / Anti Submarine Warfare (ASW) versions for ITALY

The FREMM Programme Division is located in the Paris area. One Satellite is located in Italy .

2. Role:

This post is based in the Paris area.

For the common programme activities regarding Contract/Finance matters, the post holder shall be jointly responsible with the GP/ASW corresponding Officer(s) Officer and therefore both (all) of them shall co-ordinate.

3. Duties:

For Finance and Contract matters concerning only the Participating State from which he/she is a national, the post holder shall be directly responsible. Nevertheless, depending on the domain, he/she shall keep the GP/ASW corresponding Officer(s) based in Paris informed to guarantee the proper management of the common programme activities.

For all the activities, he shall co-ordinate with the ASM/FREDA Officers of the Management and Commercial Section.

The ASM/FREDA Finance and Contract Officer will report:

For common activities to the Programme Manager (PM) and the Deputy Programme Manager (DPM)

Points of contact

- 1 Flaviano Foligno (FEMM Programme Division)
- 2 Björn Rönnau (Human Resources Division)

+ 33 (0)1 5724 8855
+ 49 228 5502 182

E-mail
Flaviano.Foligno@occar.int
Bjoern.Roennau@occar.int



For matters concerning only the Participating State from which he/she is a national, to the PM or DPM (the one who is also a national from the Participating State)

He/she will be the focal point for the Site Management aspects related to the programme division.

As far as contractual activities are concerned, with the support of contractual specialists from Central Office and National Official Services (the scope and organisation of this support will be detailed in the FREMM Programme Management Plan), the post holder will:

- Manage the prime contract and any amendments
- Give legal advice to the PM and/or the DPM concerning the correct legal execution of the programme
- Handle any legal or contractual issues that may arise during the execution of the contract
- Take part in the establishment of any additional FREMM contract, taking into account OCCAR rules and regulations
- Participate into the OCCAR Contract Forum

As part of the Contractual activities the post holder will coordinate the management of the FREMM Contract evolutions (including Engineering Change Proposals and Commercial Change Proposals) and deviations and waivers, in such he will:

- Monitor the processing of the Contract Changes or deviations i.e. Engineering Change Proposals, commercial change Proposals deviations and waivers, from the moment they are received by the PD to their closure in the relevant Configuration Control Board
- Establish and maintain a Contract Changes (including ECPs) and deviations and waivers database
- Coordinate the Configuration Control Boards preparation and organisation
- Prepare the minutes of the CCB
- Liaise with Industry for all matters linked with Contract Changes

As far as financial activities are concerned, the post holder will:

- Draft the yearly Administrative and Operational budgets of the Programme Division and monitor them in their evolution
- Prepare Administrative and Operational Financial Plans, based on short term (3-4 years) funding forecasts
- Propose figures for the call for funds to the Finance Division of Central Office
- Co-ordinate funding requirements with OCCAR Central Office and keep the financial status up to date
- Manage and monitor the financial commitments
- Keep the financial status of the Programme up to date, and maintain the financial performance indicators in line with the targets
- Prepare reports, financial analysis, summary or forecast work as required by OCCAR financial rules and on a case by case basis if requested
- Interact with all other Sections of the PD according to all relevant activities of interest
- Co-ordinate the contribution to audits raised by the Board of Auditors
- Support the PM and/or the DPM in all financial activities regarding the ASM/FREDA versions
- Check the Requisitions for Commitment and enter all relevant data, for contracts (Operational Budget (OB)) or for travel and other relevant Administrative Budget (AB) costs
- Check the invoices and enter all relevant data into the accounting system, for both AB and OB, to enable payment after PM/DPM's validation (if not delegated)
- File financial correspondence, copies of paid invoices and all related documents

For all the above activities, the post holder will if necessary, take temporary additional tasks:

- For common activities as required, jointly by the Programme Manager and the Deputy Programme Manager
- For activities concerning only the Participating State from which he is a national, as required by the PM or DPM (the one who is also a national from the Participating state)

4. Experience:

Essential

- Good experience in financial management of programme including budgeting and forecasting
- Good background in contracts management (invoicing, relations with industry, etc...) in a complex environment
- Utilization of Spreadsheet calculation and dedicated financial accounting databases
- Knowledge of financial accounting principles is desirable
- Sound experience in General management (Schedule, reporting...)
- Experience in contractual management (invoicing, relations with industry, etc...)

Desirable

- Experience of internal / external quality audits is appreciated
- Experience in international co-operation activities and intercultural relationships Is desirable
- An experience of working with the customer governmental official technical and/or operational experts is mandatory

5. Competences / Skills:

Essential

- Executive ability proven through the results attained performing jobs in this field for other national/international organisations
- The 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.
- The ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process
- The ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time
- The ability to work in a changing, developing and demanding environment
- The ability to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software
- Fluency in the English language, both orally and written with the ability to draft clearly, concisely and accurately

Desirable

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

6. Qualifications:

University degree or equivalent educational level qualification in the activity directly related to the prescribed tasks or executive ability proven through the results attained in this field performing similar jobs in other national/international organisations

7. Security Clearance:

National security clearance at "OCCAR-Confidential" 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 0045902 30-06-2010



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

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

Allegati:

OGGETTO: Richiesta di personale da candidare presso la Divisione di Programma FREMM di Parigi. – Posizione A818 “ASM/FREDA Finance and Contract Officer” Grado A3.

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 all’inizio della settimana 27 settembre 2010 a Parigi.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 06 settembre 2010.

d’ordine

IL CAPO DEL III REPARTO

(Gen. D. Carmine DE PASCALE) *aps*

IL VICE CAPO DEL III REPARTO
(Gen. B.A. Gianpaolo MINISCALCO)

Allegato 1 alla let. prot. n. 45902, in data 30-6-2010

A: STATO MAGGIORE DELLA DIFESA
I Reparto

SEDE

DIREZIONE GENERALE DEL PERSONALE CIVILE

ROMA

e, per conoscenza:

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