



**MINISTERO DELLA DIFESA  
DIREZIONE GENERALE PER IL PERSONALE CIVILE  
3° REPARTO 8^ DIVISIONE 1^ SEZIONE  
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**M\_DGCIV  
Prot. Nr. 53458  
Del 05/07/2010  
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 la NATO di cui alla tabella allegata.

I dipendenti civili dell'A.D., interessati all'iniziativa, dovranno inviare entro il termine indicato nella stessa tabella 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).**

| <b>Posto</b>                                       | <b>Località</b>       | <b>Descrizione</b>  | <b>Pos.econ.richiesta</b>             | <b>Lingua</b>  | <b>Scadenza</b>   |
|--|-----------------------|---|---------------------------------------|----------------|-------------------|
| <b>N.OSC<br/>GAD 0020</b>                          | <b>Shape (Belgio)</b> | <b>“Analyst (ACO<br/>Organisational<br/>Development<br/>Office ”</b>          | <b>Grado A3<br/>(equiv.p.e.A3-F3)</b> | <b>inglese</b> | <b>15/07/2010</b> |
| <b>N.OSC<br/>HDS 0010</b>                          | <b>Shape (Belgio)</b> | <b>“Section Head<br/>(HR Data<br/>Services<br/>Support)”</b>                  | <b>Grado A4<br/>(equiv.p.e.A3-F4)</b> | <b>inglese</b> | <b>15/07/2010</b> |
| <b>N. OSC<br/>HDS 0020</b>                         | <b>Shape (Belgio)</b> | <b>“Application<br/>Manager”</b>  | <b>Grado A2<br/>(equiv.p.e.A3-F1)</b> | <b>inglese</b> | <b>15/07/2010</b> |
| <b>N. OSC<br/>HOC 0010</b>                         | <b>Shape (Belgio)</b> | <b>“Team Leader<br/>3 (Manpower<br/>CE<br/>Management)”</b>                   | <b>Grado A2<br/>(equiv.p.e.A3-F1)</b> | <b>inglese</b> | <b>15/07/2010</b> |
| <b>N. OSC<br/>FRC 0020-<br/>N.OSC<br/>FRC 0030</b> | <b>Shape (Belgio)</b> | <b>“Coordinator<br/>(Technical<br/>Capability<br/>Package<br/>Processes)”</b> | <b>Grado A3<br/>(equiv.p.e.A3-F3)</b> | <b>inglese</b> | <b>15/07/2010</b> |

**IL DIRETTORE DELLA DIVISIONE**

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

**Vacancy Number: A15/0610**

**Post Numbers: OSC FRC 0020 and OSC FRC 0030**

**Post Titles: Coordinator (Technical Capability Package Processes)  
Coordinator (Engineering Capability Package Processes)**

**NATO Grade: A-3**

**Basic Monthly Salary (12 x per year): 5.787,05 € tax free**

**Closing Date: 30 July 2010**

**GENERAL BACKGROUND:**

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Directorate:** Capability Management

**POST CONTEXT**

SHAPE is the Strategic Headquarters for Allied Command Operations (ACO).

The Capabilities, Plans & Policy Division is to oversee and develop all capability management related issues as well as the strategic planning and strategic policies.

The Capability Management Directorate is responsible for the coordination, direction and oversight, timely identification, definition, development, resourcing, delivery and management of capabilities for ACO's deployed forces, NATO deployable command and control capabilities and static HQs in the NATO command structure.

The Capabilities & Resource Integration Branch develops and maintains integrated resource policies and plans for all ACO capabilities, and acts as the interface between SHAPE and NATO HQ, Allied Command Transformation (ACT) and with various working groups and committees as necessary.

The Capability Packages (CP) Section is responsible for centralized ACO CP management actions crossing SHAPE functional responsibilities for development, staffing, and implementation and determines SHAPE actions in Technical Capability Package development, implementation and process management.

**REPORTS TO**

Section Head (Capability Packages), OSC FRC 0010.

## **PRINCIPAL DUTIES**

The incumbent's duties are to:

1. Determine SHAPE positions on issues with regards to Technical Capability Packages (CPs), guide SHAPE participation at the Bi-SC CP Board in direct support of the SHAPE representative (Deputy Chairman) and advocacy of specific capability issues at the Bi-SC Capabilities Board in direct support of the SHAPE representative (Deputy Chairman).
2. Shape and instigate, on behalf of ACO, prioritized CP development and project implementation, facilitating identification and resolution of issues, including approval process issues at HQ NATO.
3. Maintain comprehensive situational awareness of Technical CPs throughout their lifecycle for the SHAPE Command Group and provide CP updates to Command Group and the ACO Management Board.
4. Develop and provide ACO input to the annual reports for the Bi-SC CP Board on Technical CP development and implementation status. Through the Requirements Screening Group ensure short term projects are validated against SACEUR's Strategic Plan and the NMA Strategic Priorities and Objectives and cannot be met programmatically through CPs.
5. Guide CP coordinators in their effort to properly identify resource requirements to ensure coherence across the totality of CP requirements.
6. Facilitate continuity of CP operations within the Directorate and SHAPE by developing and employing management educational tools and extensive outreach through the CP operational communities.
7. Review and track NSIP-funded minor works programme submissions for completeness and consistency with ACO priorities in support of technical CPs.
8. Direct and supervise – dependent on requirements - the work priorities of ad hoc or permanent HQ multifunctional teams.
9. Be the Central interface for ACO CAPCOs, MISPOs and OCOs to CP Board for Technical CPs.

## **ADDITIONAL DUTIES**

Represent the section on all matters as necessary in the absence of the Section Chief.

The incumbent 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 incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

## **QUALIFICATIONS**

### **A. ESSENTIAL QUALIFICATIONS**

#### **1. Professional/Experience**

- (a) Minimum 4 years professional experience related to planning, organizing or directing requirements identification and/or major acquisition programme (in areas such as resource/programme management).
- (b) Experience with identification, development or implementation of operational/resource requirements, or equivalent responsibilities in large private or governmental, international or military organisations.
- (c) Proven experience with facilitating and developing positions across disparate, multi-functional areas without the authority of first line supervision.

#### **2. Education/Training**

University Degree in business administration, public administration, management science or related discipline and 4 years post related experience, or a Higher Secondary Education and completed Advanced Vocational Training in that discipline leading to a professional qualification or professional accreditation with 7 years post related experience.

### **3. Language**

English SLP 3333 (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.

### **4. 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     | : Not Required      |

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

- (a) 10 years experience in planning in related field; including experience in resource management, operational and long term resource planning, policy development and other related tasks.
- (b) Experience in development, management, or implementation of NATO capability packages.
- (c) Experience in developing strategies for organizational change and rapid adjustment to new requirements.
- (d) Experience with one of the NATO resource areas: Budgeting, NATO Security Investment Programs and Manpower Resources.
- (e) Successful performance at the senior administrator/management level in a NATO or other international organisation.
- (f) Proven experience in interacting with NATO or national resource committees or other international negotiating fora.
- (g) A thorough understanding of the NATO resource organisation, policies and procedures.
- (h) Experience with the activities and functions of the NATO Committees responsible for Military Budget, Infrastructure and Manpower.
- (i) Tour in a NATO billet/post (military or civilian) and Staff experience at large HQ, Joint Command, NATO HQ or MOD.
- (j) Joint operational environment background.

### **2. Education/Training**

- (a) Advanced university degree in administration, management, finance or other resource related discipline.
- (b) Graduate of national staff college or equivalent.
- (c) Courses:  
M-4-30 Resource Management Education Programme (RMEP) Course (NU Rel PfP EU MD)  
- NATO School Oberammergau (DEU)

### **3. Language – N/A**

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

A seasoned professional possessing a high degree of self reliance, tact, sound judgment, flexibility and the ability to express himself/herself clearly and persuasively, both orally and in writing. The constantly changing NATO structure and constrained resource situation creates a need to resolve numerous complex situations which requires the incumbent to draw upon

an ability to analyze, prepare and propose solutions. The incumbent will be required to have a comprehensive ability to facilitate the identification of operational capabilities and translate them into programmatic requirements. This will further involve the ability to reason, analyse, and arrive at clear recommendations to solve numerous complex problems in the NATO capability and resource management environment. Many of the problems that arise will require the ability to make judgments without the benefit of guidance from superiors. An experienced individual able to use tact and diplomacy to achieve the organisation's goals. Capable of sound judgement, flexibility, and the ability to express him-/herself clearly and persuasively both orally and in writing. He/she must be able to multi-task and to work under extreme pressure to achieve operational objectives and other deadlines; should be in good health and able to work irregular hours.

## **2. Managerial Responsibilities**

There are no first line reporting responsibilities.

## **3. Professional Contacts**

The incumbent will routinely interface with a variety of individuals and organisations, including the following:

- With a variety of staff involved in capabilities and resource management throughout NATO at all professional levels to provide advice, guidance and informational/decision briefings. These include general officers in the SHAPE command group and other NATO commands.
- With senior staff at NATO HQs to include heads of NATO resource bodies.
- With senior representatives from NATO nations and external agencies and commands. The incumbent will frequently be required to provide informational or decision briefings to senior staff within SHAPE, ACO and other external organisations.

## **4. Contribution to the Objectives**

The incumbent will be responsible for achieving four broad policy objectives:

- (a) On a medium to long term basis, to ensure that all Technical capabilities required for SACEUR's mission are adequately planned, prioritised, resourced and delivered in a timely fashion.
- (b) To ensure that all submissions to NATO HQ requesting decisions on resources and capabilities take into account all Lines of Development and are in line with applicable integrated resource policies.
- (c) To ensure consistent and professional representation of SHAPE's position on Technical capabilities in all NATO resource related committees.
- (d) To ensure the continuous provision of professional advice on all capability and resource related issues to senior staff in SHAPE and other headquarters in order to optimise decision-making.

## **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 – N/A**

### **NOTES:**

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.
- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.



**Vacancy Number: A13/0610**

**Post Number: OSC GAD 0020**

**Job Title: Analyst (ACO Organisational Development Office)**

**NATO Grade: A-3**

**Basic Monthly Salary (12 x per year): 5 787.05 €, tax free**

**Closing Date: 30 July 2010**

**GENERAL BACKGROUND:**

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Division:** Command Group

**POST CONTEXT**

SHAPE is the Strategic Headquarters for ACO.

The Command Group is to provide and sustain command and control capabilities in terms of support, coordination, management administrative service and specialists' advice to the SACEUR, the Deputy SACEUR and the Chief of Staff (COS) in order to meet the HQ's mission.

The ODA Branch is to examine and audit business processes across and within ACO entities in order to recommend solutions to improve efficiency and compliance.

The ODO reviews and analyses business processes and business activities across and within ACO entities and at the external business operating interfaces as directed by COS SHAPE in support of the ACO and SHAPE management boards. It is responsible for providing reports and recommendations focused on achieving improved efficiency, effectiveness and affordability in operating activities and to better use available resources. From within the office, drawing on the mix of skills and experiences in both business and military operating environments, tailored analysis and inspection teams will undertake tasked reviews. During the course of its work and wider remit, the ODO will seek to identify areas where reviews will yield operating and efficiency benefits. The Head of the ODO directs the staff in the tasked activities and, with the supporting assistance and contributions from the Head of the Audit and Inspections Office, provides advice and recommendations to COS on business change proposals.

**REPORTS TO**

Head of ACO Organisational Development Office, OSC GAD 0010.



## **PRINCIPAL DUTIES**

The incumbent's duties are to:

1. Undertake business reviews and other tasking activities as directed.
2. Working within the set parameters, conduct analysis of operating practices, processes and procedures to identify opportunities and to make recommendations to improve operating efficiency, effectiveness and affordability across and within ACO entities.
3. Coordinate the review programme with supervisors to ensure that business continuity is not unreasonably interrupted.
4. Consult with all stakeholders and process owners before the review commences to give a comprehensive understanding of the review methodology that will be used.
5. During reviews, involve the business process users in the analysis process and impart advice and help on implementing change to improve operating practices and instil within the staff an ethos of achieving continuous improvement.
6. Conduct reviews, identify additional areas where changes in practices, processes and procedures would bring organisational benefit and include them as recommendations as areas for further attention.
7. Conduct concluding briefings with the heads of departments and line managers to apprise them of major findings and the recommendations to be made.
8. Draft reports and provide briefs with the findings and recommendations from the analysis. The reports will include an assessment of the corrective actions required, the resource and timescale implications of implementation and a risk assessment against current operating practices.
9. Consider, after consultation with the Strategic Management Branch, what changes, if any, are required to management plan objectives, targets or measures so as to provide management level visibility and control of the key operating activities of the organisation.
10. Maintain a database of current best practices and develop a benchmarking reference library.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: Act as a review team leader when appointed to be so by the Head ODO.

## **ADDITIONAL DUTIES**

Performs other duties as directed by Head ODO, such as special investigations, ad hoc studies and membership of integrated project teams.

May be called upon to perform like duties elsewhere in the headquarters, according to the exigencies of the service.

May be required to undertake operational deployments and/or TDY assignments both within and without NATO's boundaries.

## **QUALIFICATIONS**

### **A. ESSENTIAL QUALIFICATIONS**

#### **1. Professional/Experience**

- (a) 4 years of strategic organisational change experience in higher level commands, corporate headquarters or in large procurement organisations where duties have included a significant role in major business change programmes.
- (b) Experience in working with or for major consultancy organisations engaged in business transformation.
- (c) Proven leadership skills and ability to operate with minimal supervision and communicate with confidence and credibility at senior leadership level.

(d) Knowledgeable and experienced in operating with recognised business tools and analysis models commonly used in best practice analysis and continuous improvement methodologies.

(e) Experience working with or for military organisations.

## **2. Education/Training**

University Degree in operations research, economics, organisational change, business administration, public administration, management science or related discipline and 4 years post related experience or a Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 7 years post related experience.

## **3. Language**

English SLP 3333 (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.

## **4. Standard Automatic Data Processing Knowledge**

Word Processing : Working Knowledge

Spreadsheet : Working Knowledge

Graphics Presentation : Working Knowledge

Database : Basic Knowledge

eMail Clients/Web Browsers : Working Knowledge

Web Content Management : Not Required

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

Trained in organisational planning at the strategic level, Project and or Programme Management qualifications.

### **2. Education/Training – N/A**

### **3. Language**

English: SLP 4343

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

The range of personal attributes required for this post are very demanding and exacting, but without them the function will fail. Foremost, an analytical mind is needed to identify and evaluate complex and competing issues and that can develop imaginative yet still pragmatic solutions. Inter-personal skills must also be highly developed. The post holder will be working in an international community where different cultural values and styles exist. The holder will need to be able to work successfully with staff at all levels of the organisation, from the lower ranks during the analysis work up to the highest levels when presenting findings and recommendations. This requires tact, judgement and agility. High standards of personal and professional behaviour and moral courage are also needed, as not all reviews and recommendations will be welcomed and the review teams will operate with a degree of autonomy, albeit under the authority of COS. Excellent communication skills are also a premium asset. Reports and recommendations will be presented directly to the Flag Officer level and the review team will need to be able to present persuasive and cogent reports. A team player is also a key attribute. The review teams are small in size and must work closely together using individual skills and experiences to gain the best results from the reviews.

## **2. Managerial Responsibilities**

There are no first line reporting responsibilities.

## **3. Professional Contacts**

The incumbent can have direct contact with any area of activity within the ACO structure and with external agents who provide services or interfaces with ACO. These contacts will be undertaken on a professional basis. In order to keep abreast of best practices and to develop benchmarks for ACO, contacts will be maintained with both military and commercial enterprises so that experiences can be shared.

## **4. Contribution to the Objectives**

The incumbent will contribute directly to the overall achievement of the following objectives in SACEUR's Strategic Plan by:

Objective 4 – Identifying opportunities to improve ACO's working practices.

Objective 7 – Advising on human resource management to improve organisational efficiency and effectiveness.

Objective 9 – Reviewing service level arrangements to ensure they are optimised and operating effectively.

Objective 10 – Recommending legacy and discretionary tasks that can be divested.

## **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 – N/A**

### **NOTES:**

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.

- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.

**Vacancy Number: A11/0610**

**Post Number: OSC HDS 0010**

**Job Title: Section Head (HR Data Services Support)**

**NATO Grade: A-4**

**Basic Monthly Salary (12 x per year): 6.724,96 € tax free**

**Closing Date: 30 July 2010**

**GENERAL BACKGROUND:**

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Directorate:** Human Resources Management

**POST CONTEXT**

SHAPE is the Strategic Headquarters for Allied Command Operations.

The SHAPE Deputy Chief of Staff (DCOS) for Support is responsible to the Chief of Staff (COS) for directing, monitoring and co-ordinating Human Resources, Logistics, Medical and CIS staff functions in support of ACO.

The Human Resources (HR) Management Directorate within DCOS Support, is responsible for all aspects of military and civilian manpower and personnel policy management within ACO.

The HR Data Services Branch is responsible for provision and operation of Human Resources Data Services (HRDS) to the NATO Command Structures (NCS) and on behalf of the International Military Staff (IMS), Nations and other participating Peacetime Establishment Authorities (PEAs).

The HR Data Services Support (HDSS) Section is responsible for the management of operational HR Data Services, to support both Peacetime Establishment (PE) and Crisis Establishment (CE) organisations within NCS, to IMS and Nations and for other participating PEAs, including application management, configuration management, data management and account administration.

The incumbent is the Section Chief responsible for the management of the HR Data Services Support Section.

**REPORTS TO**

Branch Head (HR Data Services), OSC HDX 0010.

**PRINCIPAL DUTIES**

The incumbent:

1. Exercises general staff supervision of the HR Data Services Support Section.
2. Acts as the Official of Primary Responsibility (OPR) for the operation of current HRDS Systems, focusing on its support for both PE and CE management.

3. Provides advice to the HRDS Board on all support aspects of the operational HRDS including implementation, operation, data migration and problem correction.
4. Establishes operational requirements for changes to current systems, ensuring that requirements can be contractually measured and tested.
5. Provides inputs to the HR Data Services Management Section for Configuration Management (CM) issues of current HRDS.
6. Maintains and enforces agreed data standards and data management practices.
7. Establishes and manages a training programme for current HRDS users and system specialists.
8. Provides advice and assistance including Help Desk services to HRDS users.
9. Provides support to the ACO and Allied Command Transformation (ACT) manpower community at relevant ADP conferences and AIS board meetings.
10. Provides support for legacy systems until they can be replaced (or merged) with current HRDS.
11. Provides Data Import and Export services as well as routine and ad hoc publication of manpower reports.
12. Represents HDSS at HRDS User Group and SHAPE AIS Board meetings.
13. SHAPE representative to NATO committees on current HRDS issues.

NATO committee responsibilities:

- Bi-SC CORE AIS IWG (Bi-SC CORE AIS IWG) - Contributor
- Bi-SC AIS Training WG (Bi-SC CORE AIS TWG) - Contributor
- Bi-SC AIS User Group (Bi-SC AIS UG) - Contributor
- AAP 16 Working group (AAP16 WG) - Contributor
- Human Resources Data Services Working Group (HRDS WG) - Member/Representative

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

The incumbent deputises for Branch Head (HR Data Services) (OSC HDX 0010)

### **ADDITIONAL DUTIES**

The incumbent 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 incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

### **QUALIFICATIONS**

#### **A. ESSENTIAL QUALIFICATIONS**

##### **1. Professional/Experience**

- (a) Minimum 2 years experience of HR database administration.
- (b) Minimum 2 years experience working in an HR functional/expertise area.
- (c) Minimum 2 years experience in the application of structured database programming languages (such as SQL or Oracle).
- (d) Knowledge on wide area networks and local area networks.

## **2. Education/Training**

University Degree and 6 years post related experience, or a Higher Secondary Education and completed Advanced Vocational Training leading to a professional qualification or professional accreditation with 8 years post related experience.

## **3. Language**

English SLP 3333 (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.

## **4. Standard Automatic Data Processing Knowledge**

|                            |   |                    |
|----------------------------|---|--------------------|
| Word Processing            | : | Advanced Knowledge |
| Spreadsheet                | : | Advanced Knowledge |
| Graphics Presentation      | : | Working Knowledge  |
| Database                   | : | Advanced Knowledge |
| eMail Clients/Web Browsers | : | Advanced Knowledge |
| Web Content Management     | : | Working Knowledge  |

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

- (a) Experience in Database systems development and management.
- (b) Minimum 3 years experience of HR database design or operational database management.
- (c) Experience in the use of modern generation, time-based HR management systems.
- (d) Minimum 3 years experience in Information Technology or Automated Data Processing project management.
- (e) Minimum 2 years experience of working within a military environment.
- (f) Experience of manpower management within a military environment.
- (g) Minimum 5 years managerial experience.

### **2. Education/Training**

Masters Degree or equivalent.

### **3. Language – N/A**

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

The incumbent will need to exhibit negotiating skills in dealing with senior staff of external agencies and with contractors. The highest possible levels of tact will be required in the course of persuading Headquarters and Agencies to change long entrenched traditional methods of manpower and personnel management. Above all, the incumbent will have to exhibit team player and team management skills, and be able to delegate.

### **2. Managerial Responsibilities**

The incumbent will provide effective leadership to his/her team ensuring that team members are motivated and where necessary will help to develop their skills and experience. He/she will represent the User at meetings with the Host Nation and the HRDS contractor(s),

defending the operational requirements. The incumbent will analyse the impact upon the project of changes emanating from the user community and will manage the change control procedures gaining agreement for revisions to the project from the project sponsors.

There are first line reporting responsibilities for the following numbers of staff: 1 x A-2.

### **3. Professional Contacts**

The incumbent will routinely interface with the following:

- (a) Users at all professional levels, providing advice and guidance and information and decision briefings to include the User Representatives of the PEAs and Nations.
- (b) With system contractors at managerial and engineer level concerning the contractual support to the system throughout its lifetime.
- (c) Host Nation project managers and associated project officers.
- (d) NATO technical staff providing life-cycle support to the system(s).
- (e) The respective NATO manpower and funding committees and authorities.

### **4. Contribution to the Objectives**

(a) The incumbent will contribute to the development of policy and guidance for the utilisation of manpower and military personnel management systems not only within ACO but also at the other PEAs.

(b) In managing the user aspects of system implementation, the incumbent will ensure that the system is implemented and operated in accordance within schedule and budget whilst continuing to meet all user requirements and technical specifications. Where these objectives are challenged, the incumbent must be able to advise on and introduce where necessary revised methods and plans to achieve the obligations of the organisations participating in the system. Failure to achieve success will imply a severe risk of loss of control over NATO's military manpower assets and could severely prejudice the NATO's ability to obtain sufficient manpower from the nations to meet the operational requirements. Accomplishment will enable NATO to achieve a significantly enhanced level of control in the generation of establishments. Furthermore, it will create the availability of real-time management information for the use of the PEAs in the accomplishments of their military objectives

### **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 – N/A**

#### **NOTES:**

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.
- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.

**Vacancy Number: A12/0610**

**Post Number: OSC HDS 0020**

**Job Title: Application Manager**

**NATO Grade: A-2**

**Basic Monthly Salary (12 x per year): 4.690,19 € tax free**

**Closing Date: 30 July 2010**

**GENERAL BACKGROUND:**

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Directorate:** Human Resources Management

**POST CONTEXT**

SHAPE is the Strategic Headquarters for Allied Command Operations.

The SHAPE Deputy Chief of Staff (DCOS) for Support is responsible to the Chief of Staff (COS) for directing, monitoring and co-ordinating Human Resources, Logistics, Medical and CIS staff functions in support of ACO.

The Human Resources (HR) Management Directorate within DCOS Support, is responsible for all aspects of military and civilian manpower and personnel policy management within ACO.

The HR Data Services Branch is responsible for provision and operation of Human Resources Data Services (HRDS) to the NATO Command Structures (NCS) and on behalf of the International Military Staff (IMS), Nations and other participating Peacetime Establishment Authorities (PEAs).

The HR Data Services Support (HDSS) Section is responsible for the management of operational HR Data Services, to support both Peacetime Establishment (PE) and Crisis Establishment (CE) organisations within NCS, to IMS and Nations and for other participating PEAs, including application management, configuration management, data management and account administration.

The incumbent is responsible for the management of HRDS database applications.

**REPORTS TO**

Section Head (HR Data Services Support), OSC HDS 0010.

**PRINCIPAL DUTIES**

The incumbent

1. Provides technical management oversight of HRDS Accounts Administrator and Application Administrator.
2. Provides advice to the HRDS Board on support aspects of HRDS Databases including implementation, operation, data migration and problem correction.
3. Acts as centre of expertise for the technical management of current HRDS systems.



4. Provides inputs to the HR Data Systems Management Section for Configuration Management (CM) issues of current HR Data Systems.
5. Maintains and enforces agreed data standards and data management practices.
6. Provides advice and assistance including Help Desk services to HRDS users.
7. Provides support for legacy systems until they can be replaced (or merged) with current HRDS.
8. Provides Data Import and Export services as well as routine and ad hoc publication of manpower reports.
9. Develops and maintains Reference Data, Templates, Business Rules and workflows.
10. Develops and maintains analysis and report filters.
11. Maintains the contents of the Support Section Web Page.
12. Develops and maintains Help (Tips and Tricks) inputs to the HRDS User Community.
13. Investigates problems reports in liaison with appropriate NCSA and System Suppliers.
14. Initiates Configuration Change Proposals in response to problems and the need to develop new or improved functionalities.
15. Provides specialist advice on database issues to the Configuration Change process.
16. Maintains and tunes HRDS databases to ensure that they run efficiently and provide an acceptable level of service.
17. Liaises with the NATO CIS Services Agency (NCSA) for the back-up and recovery of data as required.
18. Assists in the development of new data fields, forms and reports as required.

NATO committee responsibilities:

Human Resources Data Services Working Group (HRDS WG) - Contributor

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

The incumbent deputises for Section Head (HR Data Services Support) (OSC HDS 0010).

## **ADDITIONAL DUTIES**

The incumbent 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 incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

## **QUALIFICATIONS**

### **A. ESSENTIAL QUALIFICATIONS**

#### **1. Professional/Experience**

- (a) Experience in the application of a modern generation structured database programming language (such as SQL or Oracle).
- (b) Experience of HR database administration.
- (c) Experience working in an HR functional/expertise area.
- (d) Experience of Microsoft SQL Server database administration or application development.

#### **2. Education/Training**

University Degree and 2 years post related experience, or a Higher Secondary Education and completed Advanced Vocational Training leading to a professional qualification or professional accreditation with 4 years post related experience.

### **3. Language**

English SLP 3333 (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.

### **4. Standard Automatic Data Processing Knowledge**

|                            |   |                    |
|----------------------------|---|--------------------|
| Word Processing            | : | Advanced Knowledge |
| Spreadsheet                | : | Advanced Knowledge |
| Graphics Presentation      | : | Working Knowledge  |
| Database                   | : | Advanced Knowledge |
| eMail Clients/Web Browsers | : | Working Knowledge  |
| Web Content Management     | : | Working Knowledge  |

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

- (a) SQL programming skills.
- (b) Experience in formal Configuration Management methodology as applied to large database projects.

### **2. Education/Training**

Masters Degree or equivalent and 4 years post related experience.

Member of recognised professional society (IT/ADP).

### **3. Language – N/A**

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

The incumbent will need to exhibit negotiating skills in dealing with senior staff of external agencies and with contractors. The highest possible levels of tact will be required in the course of persuading Headquarters and Agencies to change long entrenched traditional methods of manpower and personnel management. Above all, the incumbent will have to exhibit team player and team management skills, and be able to delegate.

### **2. Managerial Responsibilities**

There are first line reporting responsibilities for the following numbers of staff: 1 x OR-6; 1 x B-5.

### **3. Professional Contacts**

The incumbent will routinely interface with the following:

- (a) Users at all professional levels, providing advice and guidance and information and decision briefings to include the User Representatives of the NCSs, the IMS, Nations and other participating PEAs.
- (b) With system contractors at managerial and engineer level concerning the contractual support to the system throughout its lifetime.
- (c) Host Nation project managers and associated project officers.

- (d) NATO technical staff providing life-cycle support to the system(s).
- (e) The respective NATO manpower and funding committees and authorities.

#### **4. Contribution to the Objectives**

- (a) The incumbent will be responsible for HRDS software systems vital to the effective development and management of NATO's organizational structures and essential to efficient provision of Nations' personnel.
- (b) In managing the user aspects of system implementation, the incumbent will ensure that the system is implemented and operated in accordance within schedule and budget whilst continuing to meet all user requirements and technical specifications. Where these objectives are challenged, the incumbent must be able to advise on and introduce where necessary revised methods and plans to achieve the obligations of the organisations participating in the system. Failure to achieve success will imply a severe risk of loss of control over NATO's military manpower assets and could severely prejudice the PEAs' ability to obtain sufficient manpower from the nations to meet the operational requirements. Accomplishment will enable NATO to achieve a significantly enhanced level of control in the generation of establishments. Furthermore, it will create the availability of real-time management information for the use of the PEAs in the accomplishments of their military objectives.

#### **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 – N/A**

#### **NOTES:**

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.
- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.

**Vacancy Number: A17/0610**

**Post Number: OSC HOC 0010**

**Job Title: Team Leader 3 (Manpower CE Management)**

**NATO Grade: A-2**

**Basic Monthly Salary (12 x per year): 4.690,19 €, tax free**

**Closing Date: 30 July 2010**

**GENERAL BACKGROUND:**

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Directorate:** Human Resources Management

**POST CONTEXT**

SHAPE is the Strategic Headquarters for Allied Command Operations (ACO).

The SHAPE Deputy Chief of Staff for Support (DCOS Support) is responsible to the Chief of Staff (COS) for directing, monitoring and co-ordinating Human Resources, Logistics, Medical and CIS staff functions in support of ACO.

The Human Resources Management Directorate within DCOS Support, is responsible for all aspects of military and civilian manpower and personnel policy management within ACO.

The ACO Contingency Operations and Plans Branch is responsible for all manpower aspects and overall organisational structure of ACO Crises Response Operations (CRO) Headquarters (HQs) and Crisis Establishments (CE).

The Ops Team 3 is responsible to Chief ACO Contingency Ops & Plans for civilian manpower aspects of current NATO operations and NATO's operational medal programme.

The Section Head Team 3 is responsible to oversee the management of civilian CE posts and for reviewing and staffing of civilian aspects of OPLANs.

**REPORTS TO**

Branch Head (ACO Contingency Ops & Plans), OSC HOX 0010.

**PRINCIPAL DUTIES**

The incumbent's duties are to:

1. Oversee the management of civilian crisis establishment posts.
2. Review and staff civilian aspects of OPLANs.
3. Provide civilian input to SHAPE guidance for Manpower and Organisational Reviews.
4. Participate in Manpower and Organisational Reviews.

5. Examine CE proposals relating to civilian posts.
6. Act as Director Manpower representative at Command Management Resources Board.
7. Provide advice to Joint Force Commands on civilian aspects of Crisis Establishments.
8. Oversee NATO's Medal programme.
9. Manage SHAPE input into Meritorious Service Medal nominations.
10. Develop ACO medal policy.

Supervisory duties: Contingency Ops and Plans Team 3 members.

## **ADDITIONAL DUTIES**

The incumbent 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 incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

## **QUALIFICATIONS**

### **A. ESSENTIAL QUALIFICATIONS**

#### **1. Professional/Experience**

- (a) Experience in Human Resources Management and the process of creating and managing a CE.
- (b) Knowledge of the Crisis Response Operation Urgent Requirement (CUR).
- (c) Organisational, coordination and communication skills.
- (d) Staff experience at large military or governmental organisation or major private companies

#### **2. Education/Training**

University Degree or equivalent in business administration, finance management, and human resource management or related discipline and 2 years post related experience, or a Higher Secondary Education and completed Advanced Vocational Training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

#### **3. Language**

English SLP 3333 (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.

#### **4. 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     | : Not Required      |

### **B. DESIRABLE QUALIFICATIONS**

#### **1. Professional/Experience**

- (a) Operational experience on general staff.
- (b) Experience in international staff.
- (c) Experience in manpower and personnel functions.

- (d) Working knowledge of automated resource accounting systems.

**2. Education/Training – N/A**

**3. Language**

English: SLP 4444 (Listening, Speaking, Reading, Writing)

**C. CIVILIAN POSTS**

**1. Personal Attributes**

- Tact and discretion required for dealing with MSM nominations.
- Independence of thought and clear judgement required when dealing with civilian policy issues as the only expert within the Branch.

**2. Managerial Responsibilities**

- Dir Manpower's representative at Crisis Management Resource Board (CMRB).
- Responsibility for the currency of relevant ACO Directives.
- Responsibility for the currency of civilian aspects of OPLANs.
- Responsible for providing advice for civilian aspects of CEs to CE Authority (DSACEUR).
- Responsible for providing advice on MSMs to Director HRM.

There are first line reporting responsibilities for the following numbers of staff: 2 x OR-7

**3. Professional Contacts**

- Maintains working relationships with NATO HQ IMS in order to manage medal programme effectively.
- Develops network of contacts with NMR staff in order to facilitate nations' CE contributions.
- Maintains relationships with other SHAPE Directorate staff in order to ensure coherent CMRB work.
- Furthers relationships with subordinate HQ HRM staff as well as deployed HQ HRM staff in order to provide operational civilian policy advice, particularly through the Manpower and Organisational Review process.

**4. Contribution to the Objectives**

- Implements existing SHAPE civilian personnel policy.
- Develops civilian personnel policy to meet emerging operational requirements.
- Implements existing NATO medal policy.
- Assists in the development of NATO medal policy to meet emerging operational requirements.
- Contributes to the most effective use of SHAPE resources through CMRB procedures.
- Provides corporate knowledge to otherwise military section.

**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 – N/A**

**NOTES:**

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.
- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.

|   |   |  |
|---|---|--|
| <b>Civilian Personnel Office use only</b>   |   | <b>ATTACH RECENT<br/>IDENTITY<br/>PHOTOGRAPH<br/>(passport size)</b> |
| No.   | Received on.  |  |
| Status:   |   |  |
| <b>Application for Civilian Employment</b>  |   |  |
| <div style="display: flex; align-items: center;"> <div> <p style="text-align: center;">Application form to be submitted in quadruplicate<br/>(together with four copies of certificates covering the highest level of education)<br/>to</p> <p style="text-align: center;"><b>SUPREME HEADQUARTERS ALLIED POWERS EUROPE (SHAPE)</b><br/>Attn. Recruitment Officer (J1/HCX)<br/>B-7010 SHAPE Belgium</p> </div> </div> |   |  |
| 1. Reference of the vacancy for which you are applying or the type of employment for which you are especially qualified:  |   |  |
| 2.a. Surname:   | 2.b. First name(s):   | 2.c. Maiden name (if applicable):                                    |
| 3.a. Permanent address:   | 3.b. Mailing address<br>(if different from 3.a.)  | 4. Telephone:  |
| 5.a. Country and place of birth:  | 5.b. Date of birth:   | 6.a. Citizenship at birth:   |
| 5.c. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female   | 5.d. Status:<br><br><input type="checkbox"/> Married<br><input type="checkbox"/> Single<br><input type="checkbox"/> Other (explain) | 6.b. Citizenship now (if different from 6.a., explain).              |
| 7. Please give the following information about spouse and children:   |   |  |
| Name  | Date of birth   | Relationship   |
|   |   |  |
|   |   |  |
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|                                 |                                |                |  |
|---------------------------------|--------------------------------|----------------|--|
| <b>8.a. Secondary Education</b> |                                |                |  |
| Name, Place and Country         | Years and Months of attendance | Type of School | Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects |



|  |   |      |                |   |      |      |           |      |      |
|--|---|------|----------------|---|------|------|-----------|------|------|
|  | From  | To   |                |   |      |      |           |      |      |
| 8.b. Further Education   |   |      |                |   |      |      |           |      |      |
| Name, Place and Country  | Years and Months of attendance  |      | Type of School | Qualifications obtained (e.g. certificate(s), diploma(s) indicating main subjects |      |      |           |      |      |
|  | From  | To   |                |   |      |      |           |      |      |
|  |   |      |                |   |      |      |           |      |      |
| 9.a. List professional societies to which you belong:  |   |      |                |   |      |      |           |      |      |
| 9.b. List, but do not attach, any significant publications you have written:                                     |   |      |                |   |      |      |           |      |      |
| 10. Languages: describe proficiency below, by ticking the appropriate box. Please start with your mother tongue. |   |      |                |   |      |      |           |      |      |
| Language   | Speaking  |      |                | Reading   |      |      | Writing   |      |      |
|  | Very Good   | Good | Fair           | Very Good   | Good | Fair | Very Good | Good | Fair |
| English  |   |      |                |   |      |      |           |      |      |
| Dutch  |   |      |                |   |      |      |           |      |      |
| German   |   |      |                |   |      |      |           |      |      |
| French   |   |      |                |   |      |      |           |      |      |
|  |   |      |                |   |      |      |           |      |      |
| 11. Shorthand and typing: indicate speed in words per minute.  |   |      |                |   |      |      |           |      |      |
|  | English   |      |                | French  |      |      | Other     |      |      |
| Typing:  |   |      |                |   |      |      |           |      |      |
| Shorthand:   | ---   |      |                | ---   |      |      |           |      |      |
| 12. Indicate your computer skills.   |   |      |                |   |      |      |           |      |      |
| Hardware:  |   |      |                |   |      |      |           |      |      |
| Application Software:  |   |      |                |   |      |      |           |      |      |
| Computer Languages:  |   |      |                |   |      |      |           |      |      |
| 13. Type(s) of driving licence   |   |      |                |   |      |      |           |      |      |
| 14. Have you completed your compulsory military service?   | <input type="checkbox"/> Not Applicable    f <input type="checkbox"/> No <input type="checkbox"/> Yes |      |                | Rank  |      |      |           |      |      |





|  |              |                   |                         |
|--|--------------|-------------------|-------------------------|
| Name and address of employer<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Tel. No.<br/><br/>           Title of your position<br/><br/>           Name and position of your supervisor<br/><br/>           Reason for leaving your employment<br/><br/>           Summary of your work:         </div> <div style="width: 45%;">           Type of business<br/><br/>           Number of employees under your direct supervision         </div> </div> |              |                   |                         |
| 16. List periods of residence away from home country, excluding holiday trips.   |              |                   |                         |
| Country  | Reason       | Dates (From - To) |                         |
|  |              |                   |                         |
|  |              |                   |                         |
|  |              |                   |                         |
|  |              |                   |                         |
|  |              |                   |                         |
| 17. Have you ever been convicted of an offence other than minor traffic violations?<br><input type="checkbox"/> No <input type="checkbox"/> Yes, nature of offence(s)  |              |                   |                         |
| 18. What is your present state of health? Indicate any physical disabilities or chronic illness(es).   |              |                   |                         |
| 19.a. Would you object if we contact your present employer? <input type="checkbox"/> Yes: <input type="checkbox"/> No  |              |                   |                         |
| 19.b. Would you object if we contact your previous employer(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No   |              |                   |                         |
| 20. References: List three persons not related to you by blood or marriage, who are familiar with your character and qualifications. Do not repeat supervisor(s) given in item 15.   |              |                   |                         |
| Name   | Full address | Telephone         | Profession/Relationship |
|  |              |                   |                         |
|  |              |                   |                         |
|  |              |                   |                         |
|  |              |                   |                         |
| 21. State briefly any special qualification not covered earlier, any activities or other significant features which may help in support of your application.   |              |                   |                         |



FOTOGRAFIA

**SCHEDA BIOGRAFICA (fac-simile)**  
**- Parte Prima -**

|                                    |                                     |                                 |  |
|------------------------------------|-------------------------------------|---------------------------------|--|
| 1<br><u><b>CODICE FISCALE</b></u>  |                                     | 2<br><u><b>FORZA ARMATA</b></u> |  |
| 3<br><u><b>COGNOME</b></u>         | 4<br><u><b>NOME</b></u>             | 5<br><u><b>GRADO E ARMA</b></u> | 6<br><u><b>CATEGORIA E RUOLO</b></u>             |
| 7<br><u><b>DATA DI NASCITA</b></u> | 8<br><u><b>LUOGO DI NASCITA</b></u> | 9<br><u><b>SESSO</b></u>        | 10<br><u><b>STATO DI FAMIGLIA</b></u><br><br>(1) |

|  |  |   |  |
|--|--|---|--|
| <b>11</b><br><u>SCUOLA DI FORMAZIONE</u> (2)   |  | <b>12 ANZIANITA'</b>                    |  |
|  |  | A DI GRADO                              | B DI SERVIZIO                          |
| <b>13</b><br><u>INCARICO ATTUALE</u>   | <b>14</b><br><u>DATA DI ASSUNZIONE</u> | <b>15</b><br><u>INCARICO PRECEDENTE</u> | <b>16</b><br><u>DATA DI ASSUNZIONE</u> |
| <b>17</b><br><u>ALTRI PRINCIPALI INCARICHI</u> (3)<br>(in ordine cronologico)<br>a. in ambito Nazionale: |  | <u>GRADO</u>                            | <u>PERIODI</u>                         |
|  |  |   |  |
| b. in ambito interforze e/o Internazionale:  |  |   |  |
|  |  |   |  |

**(data) \*\* - \*\* - \*\*\*\***

|                             |  |  |   |                        |
|-----------------------------|--|--|---|------------------------|
| <b>18</b>                   | <b><u>TITOLI DI STUDIO</u></b> (4)                                     |  |   |                        |
| <b>19</b>                   | <b><u>CORSI SUPERIORI DI FORMAZIONE DI F.A. E/O INTERFORZE</u></b> (5) |  | <b><u>PERIODI ED ESITO</u></b>                  |                        |
|                             | <b><u>ALTRI CORSI</u></b> (6)  |  | <b><u>PERIODI ED ESITO</u></b>                  |                        |
| <b>20</b>                   | <b><u>LINGUE ESTERE</u></b>  |  | <b><u>GRADO DI CONOSCENZA E ANNO</u></b>        |                        |
| 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 |
| <b>21</b>                   | <b><u>ABILITAZIONE INFORMATICA</u></b>                                 |  |   |                        |
| a. Programmatore (6):       | Corso:   |  |   |                        |
| b. Analista (6):            | Corso:   |  |   |                        |
| <b>22</b>                   | <b><u>CONOSCENZA INFORMATICA</u></b>                                   |  |   |                        |
| a. PC:                      | b. Sistemi Operativi:  |  |   |                        |
| c. Word Processor:          | d. Software:   |  |   |                        |
| e. Altro:                   |  |  |   |                        |

|           |   |   |
|-----------|---|---|
| <b>23</b> | <b><u>ONORIFICENZE E RICOMPENSE</u></b>   |   |
| <b>24</b> | <b><u>PUBBLICAZIONI</u></b> (6)   |   |
| <b>25</b> | <b><u>POSIZIONE IN GRADUATORIA</u></b> (7)<br><br>** SU **  | <b><u>26 ESITO DELLE VALUTAZIONI AL GRADO SUPERIORE</u></b> |
| <b>27</b> | <b><u>QUALIFICHE RIPORTATE NELLA VALUTAZIONE CARATTERISTICA RELATIVA AI PRINCIPALI INCARICHI INDICATI E COMUNQUE DEGLI ULTIMI 10 ANNI</u></b>   |   |
| <b>28</b> | <b><u>PRECEDENTI DISCIPLINARI DEGLI ULTIMI 5 ANNI</u></b>   |   |
|           | a. Provvedimenti di corpo: _____ durata _____ anno _____<br>b. Provvedimenti di stato: _____ durata _____ anno _____<br>c. Negativo: _____  |   |
| <b>29</b> | <b><u>PRECEDENTI PENALI</u></b>   |   |
| <b>30</b> | <b><u>NULLA OSTA DI SEGRETEZZA</u></b> (8)  | <b><u>31 DATA DI SCADENZA</u></b>                           |
|           | <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">SI</div> <div>Barrare la casella di inter</div> <div style="border: 1px solid black; padding: 2px 10px; margin-left: 10px;">NO</div> </div>     |   |
| <b>30</b> | <b><u>ASSICURA LA PERMANENZA NELL'INCARICO?</u></b> (9)   |   |
|           | <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">SI</div> <div>Barrare la casella di interesse</div> <div style="border: 1px solid black; padding: 2px 10px; margin-left: 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) \*\* - \*\* - \*\*\*\***

## **CURRICULUM VITAE**

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| <b><u>NAME</u></b>              | <b><u>INITIAL</u></b><br>// | <b><u>RANK AND DATE</u></b>     | <b><u>DATE OF BIRTH</u></b>     |
| <b><u>NATIONALITY</u></b>       |                             | <b><u>BRANCH OF SERVICE</u></b> |                                 |
| <b><u>RECORD OF SERVICE</u></b> | <b><u>APPOINTMENT</u></b>   | <b><u>DATES</u></b>             | <b><u>DUTIES PERFORMED</u></b>  |
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| <b><u>COURSES</u></b>           |                             |                                 | <b><u>DATES</u></b>             |
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| <b><u>LANGUAGES</u></b>         |                             |                                 | <b><u>SLP (STANAG 6001)</u></b> |
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| <b><u>AWARDS AND DECORATIONS</u></b> |  |
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| <b><u>CIVIL STATUS</u></b>           |  |
|                                      |  |
| <b><u>SECURITY CLEARANCE</u></b>     |  |