



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8<sup>a</sup> DIVISIONE 1<sup>a</sup> SEZIONE

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M\_DGCIV

Prot. nr. 37225

Del 06/05/2010

PARTENZA

A

INDIRIZZI IN ALLEGATO

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

seguito circ.n.28282 del 08/04/2010

Il Segretariato Generale della Difesa e Direzione Nazionale degli Armamenti ha reso noto che è disponibile il posto a status internazionale presso l'OCCAR di cui alla tabella sottoindicata.

Il personale interessato dovrà presentare la propria candidatura inoltrando **solo ed esclusivamente** la seguente documentazione:

- application form in lingua inglese e in duplice originale;
- fotocopia del titolo di studio richiesto dalla relativa job description;
- fotocopia del documento di identità;
- lettera di accompagnamento in inglese nella quale si esplicitano i motivi per i quali si intende prestare servizio presso l'OCCAR, come prescritto dalle vigenti disposizioni impartite dal medesimo Ente in materia di selezione e reclutamento del personale (OCCAR Management Procedure – OMP9 del 01/07/2006).

Si richiama inoltre l'attenzione su quanto disposto dalla circolare a cui si fa seguito relativamente al requisito di sicurezza richiesto.

Le candidature, anche su cd – rom (formato pdf), dovranno pervenire a questa Direzione Generale - 3° Reparto - 8<sup>a</sup> Divisione - 1<sup>a</sup> Sezione - improrogabilmente entro la data indicata nella citata tabella.

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. A046	Bonn(Germania)	“ Deputy Site Manager”	Grado A4 (equiv.p.e. A3-F4)	inglese	18/06/2010

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



## Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	A046 – Deputy Site Manager
<b>Grade</b>	A3
<b>Division</b>	Corporate Support
<b>Section</b>	Site Management Bonn
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, Germany
<b>Start Date</b>	01 January 2011
<b>Interview Date</b>	Week commencing 13 <sup>th</sup> September 2010

### 1. Background

The Corporate Support Division is responsible for the implementation of the Enabling Infrastructure Management, Investments Management, Budget and Finance Management, Contract Management and Risk Management. It is also responsible for policy with respect to Information Technology, Site Management and Security of sites and of Classified Information.

### 2. Role

The Deputy Site Manager will report directly to the Site Manager and is responsible, among other things, for the management of the SERCO support contract needed for the Bonn Site, and its day-to-day operation. He/she will assist the provision, maintenance and supply of local infrastructure and services to the Programme Divisions. He/she will deputise for the Site Manager in his/her absence.

### 3. Duties

In particular, he/she will:

- Act as Financial Officer for the Bonn site administrative budget and, if required, also for the Paris and Toulouse sites.
- Administer contracts in accordance with OCCAR-EA rules and procedures, when requisitions are received from the Central Office or Programme Divisions.

Vacancy notice A046 – Deputy Site Manager

April 2010

Points of contact

1 – Guido Naeyaert – Head of CSD  
2 – Björn Rönnau – HRD

Tel: +49 228 5502 111, E-mail: guido.naeyaert@occar.int  
Tel: +49 228 5502 182, E-mail: bjoern.roennau@occar.int



- Manage the principal Service Provider contract, SERCO, for the effective operation of all Site Services.
- Manage additional local service contracts, where they are not provided by SERCO.
- Liaise with other OCCAR-EA Sites, to establish best practices across all Sites managed by CS Division.
- Authorize the payment of bills for administrative Site contracts.
- Provide local purchase facilities (purchase according to immediate local requirements that cannot be supplied promptly by existing service contracts).

#### **4. Knowledge and Experience**

##### **Essential**

- Experience in similar activities, obtained preferably in the field of defence procurement in the OCCAR Nations, or in other international organisations.
- A keen awareness of the European Defence environment.
- Previous experience in other international organisations is desirable.
- Proven capability to draft papers, letters and documents sometimes to tight deadlines.
- Knowledge of administration in an international context.
- The ability to work in a changing, developing and demanding environment.

##### **Desirable**

- Experience in international co-operation activities is desirable.
- Awareness of other defence related structures and organisations.

#### **5. Competences / Skills**

##### **Essential**

- 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 within OCCAR as well as with Nations.
- The ability to 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 work under pressure in a developing and demanding multicultural environment.
- The ability to use Computer and Information Technology (ICT) facilities, with working knowledge of MS Office software.
- Fluency, orally and written, in the English language.

##### **Desirable**

- Adequate knowledge of other official OCCAR languages is highly desirable.

**6. Qualifications**

A university degree or equivalent relating to the prescribed tasks is highly desirable.

**7. Security Clearance**

Security clearance at “OCCAR-Secret” level is required for this post.

- 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**

<b>Vacancy for which you are applying: Post No. _____, Post Title _____</b>	
<b>1. PERSONAL INFORMATION</b>	
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 <b>(please provide a copy of your passport or Identity card)</b> Day: _____ Month: _____ Year: _____ City: _____ Country: _____	RECENT PHOTOGRAPH
<b>2. NATIONALITY</b> <b>Present Nationality:</b> 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: _____	
<b>3. RESIDENCE</b>	
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) _____
<b>4. MARITAL STATUS</b>	
<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: _____	

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

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 ☐

## 8. EDUCATION

OTHER PROFESSIONAL QUALIFICATIONS, MEMBERSHIP OF BUSINESS OR PROFESSIONAL ASSOCIATIONS

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

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

Other software used:.....

If so, what level?

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

<b>12.1 PRESENT EMPLOYMENT</b>	
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"/>	
<b>12.2 PREVIOUS EMPLOYMENT</b>	
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**

**ELENCO INDIRIZZI ALLEGATO ALLA CIRCOLARE N. 37225 DEL  
06/05/2010**

**PER SUCCESSIVA RIPRODUZIONE E DISTRIBUZIONE A CURA  
DEGLI ENTI INTERESSATI**

DIFESA GABINETTO	ROMA
SEGRETERIE SOTTOSEGRETARI DI STATO ALLA DIFESA	LORO SEDI
STAMADIFESA	ROMA
STATESERCITO	ROMA
MARISTAT	ROMA
STATAEREO	SEDE
COMANDO SQUADRA AEREA	ROMA
SEGRETARIATO GENERALE DELLA DIFESA	
E DIREZIONE NAZIONALE DEGLI ARMAMENTI AA.GG.	ROMA
SEGRETARIATO GENERALE DELLA DIFESA	
E DIREZIONE NAZIONALE DEGLI ARMAMENTI – U.G.G.E.A.T.I	ROMA
SEGRETARIATO GENERALE DELLA DIFESA	
E DIREZIONE NAZIONALE DEGLI ARMAMENTI	
VI° REPARTO (EX TELEDIFE)	ROMA
CENTRO ALTI STUDI DIFESA	ROMA
SUPERCONSIGLIO	ROMA
SUPERPROCURAMILES	ROMA
PROCURAGENCORTMILES	ROMA
CORTMILES	ROMA
TRIBUNALE DI SORVEGLIANZA	ROMA
TRBUNALE MILITARE	ROMA
TRIBUNALE MILITARE	NAPOLI
TRIBUNALE MILITARE	VERONA
CONSIGLIO MAGISTRATURA MILITARE	ROMA
BILANDIFE	ROMA
ISPEDIFE	ROMA
PERSOMIL	ROMA
PREVIMIL	ROMA
TERRARM	ROMA
NAVARM	ROMA
ARMAEREO	SEDE
GENIODIFE	SEDE
COMMISERVIZI	ROMA
DIFESAN	ROMA
CIVILSCUOLADIFE	ROMA
COMLOG E.I.	ROMA
NAVISPELOG	ROMA
COMLOG	SEDE