



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. – fax. 06.49862426

r3d8s0@persociv.difesa.it

M\_DGCIV

Prot. nr. 38443

Del 12/05/2010

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

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

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

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. B801	Parigi (Francia)	“ GP/ASW Management Assistant”	Grado B5 (equiv.p.e. A2-F3)	francese	28/05/2010

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

f.to



# 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 0028880 26-04-2010

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

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



Allegati:

**OGGETTO: Richiesta di personale da candidare presso la Divisione di  
Programma FREMM di Parigi. – Posizione B801 “GP/ASW  
Management Assistant” Grado B5.**

## 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 28 giugno 2010 a Parigi.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 14 giugno 2010.

2.1.3.200  
**MINUTA**  
Col. Pom/pow

d’ordine  
**IL CAPO DEL III REPARTO**  
(Gen. D. Claudio TOZZI)  
**IL VICE CAPO DEL III REPARTO**  
(Gen. B.A. Gianpaolo MINISCALCO)

Allegato 1 alla let. prot. n. 28880, in data 26.04.2010

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



# Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	<b>B801 – GP/ASW Management Assistant</b>
<b>Grade</b>	<b>B5</b>
<b>Division</b>	<b>FREMM</b>
<b>Section</b>	<b>/</b>
<b>Management of Staff</b>	<b>0</b>
<b>Location</b>	<b>Paris area, FR</b>
<b>Start Date</b>	<b>1<sup>st</sup> August 2010</b>
<b>Interview Date</b>	<b>Week commencing 28/06/2010</b>

## **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:

- Action Vers la Terre (AVT) / Anti Sous-Marine (ASM) versions
- General Purpose (GP) / Anti Submarine Warfare (ASW) versions

The FREMM Programme Division is located in the Paris area. Satellites are located in Italy and in France.

## **2. Duties:**

This post is based in the Paris area.

The post holder shall coordinate with AVT/ASM Management Assistant.

The IT Management Assistant will report:

- For common activities to the Programme Manager (PM) and the Deputy Programme Manager (DPM).
- 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);
- To the FREMM PD (Paris Site) Security Official with respect to the management of classified material

The post holder will also maintain a close functional link with the Paris site management and C.O. divisions in order to ensure the promulgation of "Site wide" policies and procedures.

The post holder will provide secretarial support to the PM and/or the DPM and the Programme Division. In particular he/she will:

### Points of contact

- 1 Flaviano Foligno (FREMM 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



- Act as FREMM PD (Paris Site) Security Assistant.
- Manage documentation held by the P.D. in accordance with OCCAR-EA security procedures and instructions.
- Handling incoming and outgoing mail.
- Provide for administrative support for the P.D..
- Manage duty travel forms issued for the Programme Division staff and liaise with internal / external sources responsible for travel arrangements.
- Answer incoming enquiries to the Programme Manager's office.
- Co-ordinate the PM and DPM diaries (i.e. meetings, conferences, duty travels).
- File and maintain personnel OCCAR records and relevant documents to the Programme Division.
- File and maintain (in liaison with National Navy Staff Personnel Department) Navy military personnel National records (Staff Report mainly) and relevant documents.
- Coordination of the activities of the two secretariats (Rome site and Paris site).
- Draft and type documents/e-mails/faxes on request.
- Maintain and keep up-to-date the attendance list of the Programme Division.
- Coordinate all necessary aspects relevant to the preparation of meetings (i.e. room-booking).
- Ensure complementary support to FREMM personnel (e.g. photocopy, faxes).

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/she is a national, as required by the PM or DPM (the one who is also a national from the Participating state)

### **3. Knowledge and Experience:**

#### **Essential**

- executive ability proven through the results attained performing jobs in this field for other national/international organisations.
- experience 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;
- experience to manage Navy military personnel National records (Staff Report mainly) and relevant documentation, of working-origin "*Furiere Segretario*".
- Proven capability to draft papers, letters and documents sometimes to tight deadlines.

### **4. Competences / Skills**

#### **Essential:**

- Good team-working skills with 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, orally and written, in the English language;
- the ability to manage Navy military personnel National records (Staff Report mainly) and relevant documentation, of working-origin "*Furiere Segretario*".

**Desirable:**

- good knowledge of French languages is desirable
- knowledge and experience of database software MS Access highly desirable

**5. Qualifications**

High / Secondary school certificate or equivalent.

**6. Security Clearance:**

National 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**