



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M_DGCIV

Prot. Nr.16923

Del 01/03/2010

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 è disponibile il posto a status internazionale presso la NATO di cui alla tabella sottoindicata.

I dipendenti civili dell'A.D., interessati all'iniziativa, dovranno inviare entro il termine sottoindicato 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).**

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N.CSA GIX 0010	Ramstein (Germania)	“Head (INFOSEC) ”	Grado A2 (equiv.p.e.A3-F1)	inglese	16/03/2010

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

NOTIFICATION OF A VACANCY	
Post/Vacancy Number:	CSA GIX 0010
Grade:	A-2
Title:	Head(INFOSEC)
Division/Office:	NCSA Squadron Ramstein
NATO Body:	Brunssum Sector ISPE
Location/Country:	Ramstein, Germany
Closing Date:	31 March 2010
Point of Contact:	CHRM
Notice to Move:	N/A

PART II - PE DETAILS

A. POST CONTEXT

NCSA ensures the cost effective provision of secure end to end information exchange and processing services for NATO Consultation, Command and Control.

NCSA Sectors resource & plan, install, operate, protect, maintain and support CIS capabilities.

NCSA Remote Squadrons install, operate, protect, maintain and support CIS capabilities within parameters defined by the parent Sector.

Command Branch provides staff support, manages assigned resources, and coordinates and supervises all staff activities

INFOSEC is responsible for actively managing approved INFOSEC policy. It provides support, management and advice on all aspects of INFOSEC. It provides Local CRYPTO custodian function and acts as Local Distribution Agency (LDA) if required.

Head (INFOSEC) ensures local compliance with the ACO/NCSA CIS Security policy from higher Headquarters, ensures systems and networks are protected from all forms of attack, and provides the local Crypto custodian.

B. REPORTS TO

Branch Head (Command Branch), CSA GXD 0010.

C. PRINCIPAL DUTIES

The incumbent's duties are:

1. Acting as the primary INFOSEC technical expert for the Squadron and providing advice to Squadron Commander on all INFOSEC matters.
2. Planning, organising and exercising staff supervision over all aspects of INFOSEC activities.
3. Identifying system vulnerabilities and threats, and engineering Cyber Defence solutions. Ensuring the application of necessary safeguards (both technical and administrative) to minimize those vulnerabilities and defend against potential attacks, in coordination with the Head (Service Support Branch).
4. Providing engineering support for the integration of computer security best practices. Performing detailed technical reviews of system documentation to ensure computer security integrity.
5. Directing the activities of Squadron COMSEC technician, ensuring the COMSEC and Crypto Custodian programs strictly adhere to higher Headquarters policies, to include COMSEC pre-inspections.
6. Developing and administering the site security program, including monitoring, and ensuring the implementation of NATO security policies and procedures, as the primary responsible on COMPUSEC issues.
7. Assisting Customer INFOSEC in developing, implementing and managing security awareness and training for site users.
8. Providing technical input, diagrams, and documentation for system accreditation by Customer INFOSEC.
9. Providing advice and assistance in identifying security requirements for the different automated systems.
10. Performing risk assessments and identifying potential security risks that may arise.
11. Supporting Parent Sector in security incidents investigations and briefing the Sector/Squadron Commanders on recommended actions.

12. Responsible for providing input and assisting in the engineering of the Squadron Disaster Recovery/Business Continuity Plans in accordance with NCSA HQs Cyber Defence policy.
13. Maintaining close liaison with NITC and other external agencies on all computer-related security issues and on Border Protection Devices, Mailguards and gateways.
14. Responsible for problem analysis and solution testing beyond the technical abilities of subordinate technicians.
15. Responsible for providing input to the annual O+M budget proposals.
16. Developing and coordinating training program for subordinates, ensuring the effectiveness of such program as well as ensuring that the training addresses the impact of new technology and future systems.
17. Maintaining a close liaison with the technicians and engineers in the Squadron, as well as technicians and engineers in other NCSA Squadrons, Sectors and NCSA HQs.
18. Staying abreast of technological developments relevant to the area of work.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

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

D. ADDITIONAL DUTIES

The employee 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.

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

Primary: 913D Business/information systems strategy and planning - Information security

The management of, and provision of expert advice on, the selection, design, justification, implementation and operation of information security controls and management strategies to maintain the confidentiality, integrity, availability, accountability and relevant compliance of information systems.

Primary Skill Level: Enable: Conducts security risk assessments for defined business applications or IT installations in defined areas and provides advice and guidance on the application and operation of elementary physical, procedural and technical security controls (e.g. the key controls defined in BS7799).

Information Systems Engineering and Maintenance - General

Information Systems Engineering and Maintenance - INFOSEC Implementation - Computer Security

Experience in development and implementation of INFOSEC planning and policies. Experience in evaluation and accreditation of telecommunications and information systems. Experience in security requirements analysis.

Secondary: 913E Business/information systems strategy and planning - Information assurance

The protection of systems and information in storage, processing, or transit from unauthorised access or modification. Denial of service to unauthorised users; or the provision of service to authorised users. Includes those measures necessary to detect, document and counter threats to the integrity of stored information, such as the application of firewalls and intrusion detection systems (IDS).

Secondary Skill Level: Enable: Investigates suspected attacks and recommends remedial action. [Ref: SFIA v3 2005:INAS]

Knowledge and use of IT security tools and techniques in developing effective COMPUSEC

procedures.

Broad and in-depth knowledge of COMSEC and COMPUSEC principles, and their application to the development of effective INFOSEC programs.

2. Education/Training

University Degree and 2 years function 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.

Courses:

NCISS-004 NATO Communications Security Cryptographic Custodian - NATO CIS School

NCISS-278 INFOSEC (COMSEC) - NATO CIS School

NCISS-279 INFOSEC (COMPUSEC) - NATO CIS School

M-5-32 NATO Staff Officer Orientation Course (NU Rel PfP MD EU) - NATO School Oberammergau (DEU)

3. Security Clearance

COSMIC TOP SECRET/B

4. 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.

5. 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:	Basic Knowledge

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specialisations: Demonstrable evidence in maintaining knowledge of advances in IS engineering and Service Management.

Specific Experience: Specific experience in an INFOSEC post.

Experience is Risk Management.

Experience as a System Administrator in a Windows Environment

CISSP Certification

Security + Certification

Experience in NATO or NATO Nation Crypto policies and procedures

Experience with IT security analysis and evaluations

Experience with NATO or NATO Nation Emanation Security Policies

2. Education/Training

ITIL Foundation Certificate

Graduate diploma in an IS engineering related subject.

M4-30-P - NATO RMEP Course, M

3. Language

C. CIVILIAN POSTS

1. Personal Attributes

Uses independent judgement to propose solutions based on parent Sector guidance and NITC directives.

Possesses excellent computer security skills.

Possesses good inter-personal and communication skills, tact, judgement and adaptability combined with the strength of character to openly state system limitations and mandatory security requirements.

A sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and NATO nations.

2. Managerial Responsibilities

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

3. Professional Contacts

Interfaces with Parent Sector, High HQs staff, NITC staff, contractors, Customer Technical and INFOSEC staff.

4. Contribution to the Objectives

Ensures the Squadron's IT security posture conforms to Higher HQs INFOSEC policies and ensures Cyber Defence protection of Squadron's IT Systems and Customer's Data from threats.

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



NORTH ATLANTIC TREATY ORGANIZATION
NATO HEADQUARTERS - RECRUITMENT SERVICE - 1110 BRUSSELS, BELGIUM

ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD
SIEGE DE L'OTAN - SERVICE DU RECRUTEMENT - 1110 BRUXELLES, BELGIQUE
Telephone/Téléphone : (32 [0] 2) 707.41.11 - Telefax/Télécopie : (32 [0] 2) 707.36.77 - E-mail : Recruitment.A@hq.nato.int (A Grades)
Recruitment.LBC@hq.nato.int (B, C and L Grades)



APPLICATION FOR EMPLOYMENT - QUESTIONNAIRE D'EMPLOI

INTERNATIONAL STAFF - SECRÉTARIAT INTERNATIONAL

The original(s)/hard copies of this form, must be sent **either** by mail **or** in electronic format.
Applications for vacancies in NATO bodies or agencies **other than** NATO International Staff **must** be sent to the address indicated in the post description itself, and **not** to NATO HQ. It will **not** be possible for us to return any incorrectly addressed applications.
Candidates will be required to provide the information marked "Optional" if shortlisted.

La version originale ou copie papier de ce formulaire doit être renvoyée soit par courrier, en double exemplaire, soit par courrier électronique. Veuillez noter que les candidatures pour des postes vacants dans des organismes ou agences de l'OTAN autres que le Secrétariat international doivent être envoyées à l'adresse indiquée dans la description de poste correspondante, et non au siège de l'OTAN. Il ne sera pas possible de retourner aux destinataires les candidatures envoyées à la mauvaise adresse. Les informations identifiées comme "Optionnelles" devront être fournies en cas de présélection.

PERSONAL & CONFIDENTIAL / PERSONNEL & CONFIDENTIEL

1. Reference number of the vacancy
NB: Spontaneous applications will not be accepted. It is mandatory to apply for a specific post and quote the reference number.
Numéro de référence du poste vacant
NB : Il est obligatoire de poser sa candidature pour un poste spécifique et de mentionner le numéro de référence. Les candidatures spontanées ne seront pas acceptées.

2.a Surname/Nom de famille

2b. Maiden name, if applicable/Nom de jeune fille, le cas échéant
(Optional/Optionnel)

2.c First name/Prénom

2d. Middle name/Second prénom

3.a Home address/Adresse permanente

3.b Postal address for correspondence (if different from 3.a)/Adresse postale pour la correspondance (si différente de 3.a)

If special post/mail boxes are used, please also provide full address, including street name, number and area codes as these are required when sending mail via special courier/En cas d'utilisation d'une boîte postale, veuillez également mentionner l'adresse complète (rue, numéro et code postal, ceux-ci étant indispensables lors d'envois par courriers express).

3.c E-mail address (necessary for invitations to tests/interviews)/
Adresse électronique (indispensable pour les invitations aux tests/entrevues)

3.d Telephone/Téléphone Home/Privé
Office/Bureau
Mobile phone/GSM

3e. Telefax/Télécopie Home/Privé
Office/Bureau

3.f For non-Belgian candidates living in Belgium: are you registered as living/resident in Belgium? State type and N° of Belgian identity card/residence permit/À l'intention des candidat(e)s n'ayant pas la nationalité belge mais habitant en Belgique : êtes-vous enregistré(e) en tant que personne habitant/résidant en Belgique ? Indiquez le type et le numéro de votre carte d'identité/permis de séjour belge.

Date of entry into Belgium (whether or not officially registered in this country)/
Date d'entrée en Belgique (que vous soyez officiellement enregistré(e) ou non dans ce pays)

4. Marital status/État civil : (Optional/Optionnel)
Single/Célibataire ☐ Married/Marié(e) ☐ Widowed/Veuuf(ve) ☐ Divorced/Divorcé(e) ☐ Separated/Séparé(e) ☐ Cohabiting/Cohabitation ☐

5. Sex/Sexe (Optional/ Optionnel)	Date of birth/ Date de naissance (Optional/Optionnel)	Country and place of birth/ Pays et lieu de naissance (Optional/Optionnel)	a. Nationality at birth/ Nationalité à la naissance (Optional/Optionnel)	b. Present nationality/ Nationalité actuelle	if a. & b. are different, attach explanations/ Si a. et b. différents, joindre explications
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c. Indicate any physical defects or chronic illness.
Indiquez tout handicap physique ou maladie chronique.
(Optional/Optionnel)

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

ANSWER EACH QUESTION COMPLETELY IN **ENGLISH** OR IN **FRENCH**. IF YOU ARE NOT SENDING YOUR APPLICATION ELECTRONICALLY, TYPE OR PRINT CLEARLY IN INK. IF CERTAIN ITEMS REQUIRE MORE SPACE, USE THE LAST PAGE OF THIS FORM, OR, IF NECESSARY, CONTINUE ON PLAIN PAPER. DO NOT LEAVE BLANKS - ALL ITEMS **MUST** BE COMPLETED.

You will be requested to supply documentary evidence in support of the statements you make in this application. Do not, however, send any documentation until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

Applications cannot be returned to candidates, and, if unsuccessful, these files will be destroyed.

Candidates are advised that part of the recruitment process includes a security investigation, medical analyses and a physical check-up with the NATO Medical Adviser.

VEUILLEZ LIRE AVEC ATTENTION LES INSTRUCTIONS SUIVANTES

RÉPONDEZ EN DÉTAIL À CHACUNE DES QUESTIONS (EN **FRANÇAIS** OU EN **ANGLAIS**). SI VOUS N'ENVOYEZ PAS VOTRE FORMULAIRE ÉLECTRONIQUEMENT, VOS RÉPONSES SERONT DACTYLOGRAPHIÉES OU ÉCRITES DISTINCTEMENT EN LETTRES MAJUSCULES. SI VOUS MANQUEZ DE PLACE, UTILISEZ LA DERNIÈRE PAGE DU FORMULAIRE ET CONTINUEZ, AU BESOIN, SUR UNE FEUILLE SÉPARÉE. NE LAISSEZ AUCUN BLANC. IL EST IMPÉRATIF DE RÉPONDRE À TOUTES LES QUESTIONS.

Vous serez invité(e) à produire les pièces établissant l'exactitude de vos déclarations. N'envoyez cependant aucun document avant d'y avoir été invité(e) par l'Organisation; n'envoyez jamais l'original des lettres de référence ou des attestations à moins que celles-ci ne soient destinées à l'usage exclusif de l'Organisation.

Les formulaires de demande d'emploi ne sont pas renvoyés aux candidat(e)s. Le dossier est détruit lorsque la candidature n'est pas retenue.

Les candidat(e)s voudront bien noter que, dans le cadre du recrutement, il sera procédé à une enquête de sécurité, à des analyses médicales et à un bilan de santé auprès du médecin conseil de l'OTAN.

6. Give the following information about your spouse/cohabitant and children.

Donnez les renseignements suivants concernant votre conjoint(e)/cohabitant(e) et vos enfants.
(Optional/Optionnel)

Name-First Name / Nom-Prénom	Occupation Occupation	Date of birth Date de naissance	Relationship Degré de parenté	Financially dependent Financièrement à charge	
				Yes Oui	No Non
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

7. EDUCATION AND TRAINING

ÉTUDES ET FORMATION

SECONDARY EDUCATION (in chronological order)/ENSEIGNEMENT SECONDAIRE (dans l'ordre chronologique)

Name of establishment Nom de l'établissement Town & country/Ville et pays	Years from ... to ... Années d'études de ... à ...	Certificates and/or diplomas obtained including grades achieved Certificats, diplômes et/ou titres obtenus

HIGHER EDUCATION (in chronological order)/FORMATION SUPÉRIEURE (dans l'ordre chronologique)

Name of establishment Nom de l'établissement Town & country/Ville et pays	Years from ... to ... Années d'études de ... à ...	Certificates and/or diplomas obtained including grades achieved Certificats, diplômes et/ou titres obtenus

7. EDUCATION AND TRAINING (Cont'd)
ETUDES ET FORMATION (Suite)

UNIVERSITY EDUCATION OR EQUIVALENT
ENSEIGNEMENT UNIVERSITAIRE OU ÉQUIVALENT

Name of establishment Town & country Nature of studies (full-time, evening, etc.) <i>Nom de l'établissement - Ville et pays</i> <i>Type d'études</i> <i>(plein temps, cours du soir)</i>	Years from ... to ... <i>Années d'études</i> <i>de ... à ...</i>	Certificates, diplomas and/or grades obtained <i>Certificats, diplômes et/ou titres</i> <i>obtenus</i>	Main subjects <i>Matières principales</i>

OTHER EDUCATION/TRAINING RECEIVED
AUTRE FORMATION

Name of establishment Town & country Nature of studies (full-time, evening, etc.) <i>Nom de l'établissement - Ville et pays</i> <i>Type d'études</i> <i>(plein temps, cours du soir)</i>	Course followed, number of years/months <i>Cours suivi et nombre de mois/années</i>	Certificates and/or diplomas obtained including grades <i>Certificats, diplômes et titres obtenus</i>

- 8.** Have you completed all compulsory military service? Yes ☐ No ☐ Military Rank
Avez-vous effectué votre service militaire obligatoire? Oui Non Grade militaire

If yes, indicate dates :

Si oui, à quelles dates :

If not, give reasons :

Si non, donnez les raisons :

In case of exemption, give reasons :

En cas d'exemption donnez les raisons :

9. LANGUAGES/LANGUES

Mother tongue/ <i>Langue maternelle</i>	Understanding <i>Compréhension</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Speaking <i>Expression Orale</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Writing <i>Rédaction</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Reading <i>Lecture</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>
1.				
2.				

Additional Languages/ <i>Autres langues</i> (in order of fluency/ <i>de votre langue forte à votre langue faible</i>)	Understanding <i>Compréhension</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Speaking <i>Expression Orale</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Writing <i>Rédaction</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>	Reading <i>Lecture</i> Fluent-Good-Slight <i>Excellent-Bon-Faible</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

OFFICIAL LANGUAGE CERTIFICATES/*CERTIFICATS OFFICIELS D'APTITUDES LINGUISTIQUES* :

Language/ <i>Langue</i>	Testing body/ <i>Organisme ayant délivré le certificat</i>	Level/Results <i>Niveau/Résultats</i>	Date

10. TYPING/DACTYLOGRAPHIE :

Only to be filled in when applying for a Secretarial/Administrative post (indicate speeds in words per minute).

À remplir uniquement si vous postulez pour un emploi administratif/de secrétariat (indiquez la vitesse en mots-minute)

Typing : <i>Dactylographie</i> :	English/ <i>Anglais</i>		French/ <i>Français</i>	
	Certificate speed	Speed now	Vitesse diplôme	Vitesse actuelle

Keyboard :

Clavier :

AZERTY ☐QWERTY ☐

Dictaphone :

Yes

Oui ☐

No

Non ☐**11.a IT SKILLS** (computer languages, various software used, DB used, etc)*COMPÉTENCES EN INFORMATIQUE (langages, logiciels utilisés, bases de données connues, etc.)***11.b** Indicate office machines or equipment you can use/*Veillez indiquer les machines ou le matériel de bureau que vous pouvez utiliser.***11.c** Type of Driving licence/*Type du permis de conduire*(only if required for the post/*uniquement si nécessaire pour le poste*)

Starting with your **PRESENT** post, list in reverse order every employment you have had. Use a separate block for each post. Include also service in the armed forces and **note any period during which you were not gainfully employed**. If required, you may continue on the last page of this form, and attach additional pages of the same size. **(Please note that it will not suffice to complete these items by simply stating "refer to curriculum vitae", although a CV may also be enclosed.)**

*En partant de votre poste **ACTUEL**, indiquez dans l'ordre chronologique inverse, tous les postes que vous avez occupés. Utilisez une case distincte pour chacun des postes. Mentionnez aussi vos états de service dans les forces armées et **indiquez toute période pendant laquelle vous n'auriez pas exercé d'activité rémunérée**. Continuez au besoin en dernière page du formulaire et sur des feuilles supplémentaires de même format. (Veuillez noter qu'il ne suffit pas simplement de répondre "voir curriculum vitae", même s'il vous est loisible d'en joindre un à votre formulaire).*

12. PRESENT EMPLOYMENT/EMPLOI ACTUEL

Dates of employment From To
Durée d'emploi Du Au

Type of contract (indefinite, definite duration, auxiliary, etc.)
Type de contrat (indéterminé, durée déterminée, auxiliaire, etc.)

Where appropriate : date of end of contract :
Si nécessaire : date de fin de contrat :

Last annual salary
Dernier traitement annuel

Name and address of employer
Nom et adresse de l'employeur

Type of business of employer Title of your position
Activité principale de l'organisme employeur Titre de votre poste

Number of employees under your direct supervision
Nombre de personnes sous vos ordres

Place of employment
Lieu d'affectation

Name and title of your supervisor
Nom et titre de votre supérieur

Detailed description of your work
Description détaillée de votre travail

Languages used
Langues utilisées

Reason for wishing to leave
Pourquoi désirez-vous changer d'emploi?

Would you/Comptez-vous : retire/prendre votre retraite ? ☐ resign from military status
renoncer à votre statut de militaire ? ☐
resign from current employment
démissionner de votre emploi actuel ? ☐ apply for secondment
demander un détachement ? ☐
apply for leave without pay
demander un congé sans solde ? ☐

Are you presently employed in a Civilian or Military capacity? (specify)
Occupez-vous actuellement un poste civil ou un poste militaire? (précisez)

Do you currently hold a security clearance? At what level?
Êtes-vous actuellement titulaire d'une habilitation de sécurité? De quel niveau ?

How much notice would you require to report to work or length of the legal notice period?
Dans quel délai pourriez-vous entrer en fonctions ou durée du préavis légal ?

Have you any objections to our making inquiries to your present employer? Yes ☐ No ☐
Voyez-vous des objections à ce que nous nous mettions en rapport avec votre employeur actuel? Oui Non

13a. PREVIOUS POSITION/EMPLOI ANTÉRIEURDates of employment
*Durée d'emploi*From
*Du*To
*Au*Last annual salary
*Dernier traitement annuel*Name and address of employer
*Nom et adresse de l'employeur*Type of business of employer
*Activité principale de l'organisme employeur*Title of your position
*Titre de votre poste*Number of employees under your direct supervision
*Nombre de personnes sous vos ordres*Title of your supervisor
*Titre de votre supérieur*Detailed description of your work
*Description détaillée de votre travail*Place of employment/*Lieu d'affectation :*Languages used/*Langues utilisées :*Reason for leaving
*Pourquoi avez-vous changé d'emploi?***b. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**Dates of employment
*Durée d'emploi*From
*Du*To
*Au*Last annual salary
*Dernier traitement annuel*Name and address of employer
*Nom et adresse de l'employeur*Type of business of employer
*Activité principale de l'organisme employeur*Title of your position
*Titre de votre poste*Number of employees under your direct supervision
*Nombre de personnes sous vos ordres*Title of your supervisor
*Titre de votre supérieur*Detailed description of your work
*Description détaillée de votre travail*Place of employment/*Lieu d'affectation :*Languages used/*Langues utilisées :*Reason for leaving
Pourquoi avez-vous changé d'emploi?

c. PREVIOUS POSITION/EMPLOI ANTÉRIEURDates of employment
*Durée d'emploi*From
*Du*To
*Au*Last annual salary
*Dernier traitement annuel*Name and address of employer
*Nom et adresse de l'employeur*Type of business of employer
*Activité principale de l'organisme employeur*Title of your position
*Titre de votre poste*Number of employees under your direct supervision
*Nombre de personnes sous vos ordres*Title of your supervisor
*Titre de votre supérieur*Detailed description of your work
*Description détaillée de votre travail*Place of employment/*Lieu d'affectation :*Languages used/*Langues utilisées :*Reason for leaving
*Pourquoi avez-vous changé d'emploi?***d. PREVIOUS POSITION/EMPLOI ANTÉRIEUR**Dates of employment
*Durée d'emploi*From
*Du*To
*Au*Last annual salary
*Dernier traitement annuel*Name and address of employer
*Nom et adresse de l'employeur*Type of business of employer
*Activité principale de l'organisme employeur*Title of your position
*Titre de votre poste*Number of employees under your direct supervision
*Nombre de personnes sous vos ordres*Title of your supervisor
*Titre de votre supérieur*Detailed description of your work
*Description détaillée de votre travail*Place of employment/*Lieu d'affectation :*Languages used/*Langues utilisées :*Reason for leaving
Pourquoi avez-vous changé d'emploi?

e. PREVIOUS POSITION/EMPLOI ANTÉRIEUR

Dates of employment <i>Durée d'emploi</i>	From <i>Du</i>	To <i>Au</i>
Last annual salary <i>Dernier traitement annuel</i>		
Name and address of employer <i>Nom et adresse de l'employeur</i>		
Type of business of employer <i>Activité principale de l'organisme employeur</i>	Title of your position <i>Titre de votre poste</i>	
Number of employees under your direct supervision <i>Nombre de personnes sous vos ordres</i>	Title of your supervisor <i>Titre de votre supérieur</i>	
Detailed description of your work <i>Description détaillée de votre travail</i>		
Place of employment/ <i>Lieu d'affectation</i> :		
Languages used/ <i>Langues utilisées</i> :		
Reason for leaving <i>Pourquoi avez-vous changé d'emploi?</i>		

14a. Are you now or have you ever been a permanent civil servant in your government's employ? If yes, please give the name of your administration and dates of duty./*Êtes-vous actuellement ou avez-vous jamais été fonctionnaire titulaire dans votre pays ? Si oui, pour quelle administration et à quelles dates ?*

b. If you are or have been a NATO Civilian, please indicate last grade and step held, and specify in which NATO body you are/were employed./*Si vous êtes ou avez été un membre du personnel civil de l'OTAN, précisez vos derniers grade et échelon et indiquez dans quel organisme de l'OTAN vous êtes/étiez employé(e).*

c. If you are or have been employed as a civilian in one of the Coordinated Organizations, please indicate last grade and step held, and specify in which organization you are/were employed./*Si vous êtes ou avez été un membre du personnel civil d'une des Organisations coordonnées, indiquez vos derniers grade et échelon et précisez dans quelle organisation vous êtes/avez été employé(e).*

Council of Europe (CE)
Conseil de l'Europe (CE)

European Space Agency (ESA)
Agence spatiale européenne (ASE)

Organization of Economic co-operation & Development (OECD)
Organisation de coopération et de développement économiques (OCDE)

Western European Union (WEU)
Union de l'Europe occidentale (UEO)

European Centre for Medium-Range Weather forecasts (ECMWF)
Centre européen pour les prévisions météorologiques à moyen terme (CEPMET)

North Atlantic Treaty Organization (NATO)
Organisation du Traité de l'Atlantique Nord (OTAN)

d. Are any members of your family (or is your cohabitant) employed by one of the NATO bodies? Yes ☐ No ☐
Un membre de votre famille (ou votre cohabitant(e)) est-il(elle) employé(e) dans un organisme de l'OTAN ? Oui

Name <i>Nom</i>	Civilian <i>Civil</i>	Military <i>Militaire</i>	Relationship <i>Degré de parenté</i>	Name of NATO Body <i>Nom de l'organisme OTAN</i>	Grade and step <i>Grade et échelon</i>
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			

15. List professional societies to which you belong and your activities in public or international affairs.
Énumérez les associations professionnelles dont vous êtes membre; vos activités publiques et internationales.

16. List but do not attach any significant publications you have written.
Énumérez sans les joindre tous travaux importants que vous pouvez avoir publiés.

17. Social activities and sports/particular abilities or interests.
Activités sociales et sportives/aptitudes ou centres d'intérêt particuliers.

18. **TRAVEL :** List periods of residence away from your home country (holidays excluded).
VOYAGES : *Énumérez vos séjours à l'étranger (vacances non comprises).*

Country Pays	Reasons for visit or residence <i>Raisons du voyage ou du séjour</i>	Dates

19. Have you ever been arrested, indicted, or summonsed to court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
Avez-vous jamais été arrêté(e), inculpé(e) ou poursuivi(e) au tribunal? Avez-vous jamais été reconnu(e) coupable ou condamné(e) à une peine d'amende ou de prison pour un délit (autre qu'une infraction mineure en matière de circulation routière) ?

Yes ☐ No ☐
Oui Oui Non

If "yes" give full particulars of each case in an attached statement.
Dans l'affirmative, faites un exposé détaillé et complet de chaque cas ; utilisez une feuille séparée.

20. REFERENCES: Give the names, addresses **and telephone numbers** of three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under items **13 and 14**.

NOTE THAT REFEREES COULD BE CONTACTED WITHOUT PRIOR NOTICE TO CANDIDATES.

RÉPONDANTS : Donnez le nom, l'adresse **et le numéro de téléphone** de trois personnes n'ayant avec vous aucun lien de parenté et connaissant votre moralité et vos titres. Ne mentionnez pas les chefs de service indiqués sous les rubriques **13 et 14**.

VEUILLEZ NOTER QUE L'ORGANISATION POURRA PRENDRE CONTACT AVEC VOS RÉPONDANTS SANS VOUS EN AVERIR AU PRÉALABLE

Name Nom	Full address Adresse complète	Telephone number N° de Téléphone	Profession
1.			
2.			
3.			

21. State any other relevant facts not covered earlier in this application.

Indiquez tous autres faits utiles non mentionnés dans ce questionnaire.

22. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on an application for employment or other document requested by the Organization renders a staff member of NATO liable to termination or dismissal.

Je certifie que les déclarations faites par moi en réponse aux questions ci-dessus sont, dans toute la mesure où je puis en être certain(e), vraies, complètes et exactes. Je prends note du fait que toute déclaration inexacte ou omission importante dans un questionnaire d'emploi ou toute autre pièce requise par l'Organisation expose un fonctionnaire de l'OTAN au licenciement ou au renvoi.

Date :

Signature :

(NOT OBLIGATORY IN CASE OF ELECTRONIC APPLICATION
PAS OBLIGATOIRE EN CAS DE CANDIDATURE ÉLECTRONIQUE)

A hard copy of the Application Form with passport-size photograph and original signature will be required if you are invited for test/interview.

Les candidat(e)s invité(s) pour les tests/entrevues devront fournir une copie du questionnaire d'emploi munie d'une photo d'identité et d'une signature originale.

CURRICULUM VITAE

<u>NAME</u>	<u>INITIAL</u> //	<u>RANK AND DATE</u>	<u>DATE OF BIRTH</u>
<u>NATIONALITY</u>		<u>BRANCH OF SERVICE</u>	
<u>RECORD OF SERVICE</u>	<u>APPOINTMENT</u>	<u>DATES</u>	<u>DUTIES PERFORMED</u>
			.
			—
			—
			—
			—
			-
<u>COURSES</u>			<u>DATES</u>
<u>LANGUAGES</u>			<u>SLP (STANAG 6001)</u>

<u>AWARDS AND DECORATIONS</u>	
<u>CIVIL STATUS</u>	
<u>SECURITY CLEARANCE</u>	

Allegato “C”

FOTOGRAFIA

MOD. 1/A

SCHEDA BIOGRAFICA (fac-simile)

- Parte Prima -

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

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

(data) ** _ ** _ ****

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

23	<u>ONORIFICENZE E RICOMPENSE</u>	
24	<u>PUBBLICAZIONI</u> (6)	
25	<u>POSIZIONE IN GRADUATORIA</u> (7) ** SU **	26 <u>ESITO DELLE VALUTAZIONI AL GRADO</u> <u>SUPERIORE</u>
27	<u>QUALIFICHE RIPORTATE NELLA VALUTAZIONE CARATTERISTICA RELATIVA AI PRINCIPALI INCARICHI INDICATI E COMUNQUE DEGLI ULTIMI 10 ANNI</u>	
28	<u>PRECEDENTI DISCIPLINARI DEGLI ULTIMI 5 ANNI</u>	
	a. Provvedimenti di corpo: _____ durata _____ anno _____ b. Provvedimenti di stato: _____ durata _____ anno _____ c. Negativo: _____	
29	<u>PRECEDENTI PENALI</u>	
30	<u>NULLA OSTA DI SEGRETEZZA</u> (8)	31 <u>DATA DI SCADENZA</u>
	SI Barrare la casella di inter NO	
30	<u>ASSICURA LA PERMANENZA NELL'INCARICO?</u> (9)	
	SI Barrare la casella di interesse NO	

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) **- ** - ****