



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. – fax. 06.49862475

r3d8s0@persociv.difesa.it

M\_DGCIV

Prot. nr. 19358

Del 09/03/2010

PARTENZA

A

INDIRIZZI IN ALLEGATO

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

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).

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. A018	Bonn	“ Financial Planning & Control Section Leader”	Grado A4 (equiv.p.e. A3 - F4)	Inglese	30/04/2010

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

**ELENCO INDIRIZZI ALLEGATO ALLA CIRCOLARE N. 19358  
DEL 09/03/2010**

**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
SEGREDIFESA AA.GG.	ROMA
SEGREDIFESA – U.G.G.E.A.T.I	ROMA
CENTRO ALTI STUDI DIFESA	ROMA
SUPERCONSIGLIO	ROMA
SUPERPROCURAMILES	ROMA
PROCURAGENCORTMILES	ROMA
CORTMILES	ROMA
TRIBUNAMILE SORVEGLIANZA	ROMA
CONSIGLIO MAGISTRATURA MILITARE	ROMA
BILANDIFE	ROMA
ISPEDIFE	ROMA
PERSOMIL	ROMA
PREVIMIL	ROMA
TERRARM	ROMA
NAVARM	ROMA
ARMAEREO	SEDE
TELEDIFE	SEDE
GENIODIFE	SEDE
COMMISERVIZI	ROMA
DIFESAN	ROMA
CIVILSCUOLADIFE	ROMA
COMLOG E.I.	ROMA
NAVISPELOG	ROMA
COMLOG	ROMA



# Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	A018 – Financial Planning & Control Section Leader
<b>Grade</b>	A4
<b>Division</b>	Finance
<b>Section</b>	Financial Planning & Control
<b>Management of Staff</b>	2
<b>Location</b>	Bonn, Germany
<b>Start Date</b>	01 September 2010
<b>Interview Date</b>	24 <sup>th</sup> June 2010

## 1. Background

The Financial Planning and Control Section is located within the OCCAR-EA Central Office in Bonn. The Section Leader reports directly to the Head of Finance Division (HFD) and will coordinate and control a broad spectrum of finance activities and processes. The Section Leader is responsible for two supporting staff members.

## 2. Duties

The primary focus of this post is the preparation and control of budgets and financial plans. In addition, the Financial Planning and Control Section Leader will support the Head of Finance Division in other finance related activities including the preparation of papers, co-ordination of reporting and briefing.

The post holder will:

- Co-ordinate and control the production of all aspects of the OCCAR EA Operational and Administrative Budgets.
- Lead on all aspects of the financial planning processes including the preparation of instructions, analysis of figures and production of consolidated reports. In particular, take

Vacancy notice A018 – Financial Planning & Control Section Leader

February 2010

Points of contact

1 – Stuart Roberts – FD  
2 – Björn Rönnau – HRD

Tel: +49 228 5502 131, E-mail: [stuart.roberts@occar.int](mailto:stuart.roberts@occar.int)  
Tel: +49 228 5502 182, E-mail: [bjoern.roennau@occar.int](mailto:bjoern.roennau@occar.int)



ISO 9001:2000 Certified

a lead role on developing a first class financial reporting regime by utilising the financial management system to prepare reports on all aspects of the business.

- Oversee the running of the OCCAR-EA in-year management processes including the consolidation of OCCAR-EA forecasts and the preparation of reports and briefings.
- Support the Head of Finance Division in managing the Finance Committee including the preparation of papers, briefing material and delivery of presentations, updates of OCCAR-EA policies with respect to financial matters.
- Support the Head of Finance Division in providing professional advice, guidance and where necessary organizing brief, support or training to finance staff in the Programme Divisions, Central Office and Sites.
- Act as Head of Finance Division when required.
- Implement systematic controls, reviews or spot checks of various aspects of the day to day financial business on an "as required" basis.
- When appropriate, assist other Finance Division members on budgetary issues and help with the preparation of the annual financial statements.
- Manage staff of the Section in accordance with OCCAR best practice for line management.

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

- Knowledge of financial planning and budgeting processes, particularly in an international context.
- Experience of defence procurement programmes and related forward planning and estimating.
- Knowledge of performance forecasting techniques.
- Experience in drafting policy papers, instructions and reports.
- Experience of delivering presentations and briefings.
- Awareness of other defence related structures and organisations.

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

- Ability to work accurately with financial data and supporting information. Candidates will have to demonstrate this and a good understanding of working with spreadsheet and word-processing packages.
- Knowledge of financial management in an international context.
- Good team-working skills with ability to establish good 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 work in a changing, developing and demanding environment.
- The ability to work on your own initiative and implement clear, efficient and logical

approaches meeting the objective in a timely manner.

- The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software.
- Knowledge of Microsoft Dynamics AX and/or previous involvement in an IT financial project would be an advantage.
- Fluency, orally and written in the English language.
- Knowledge of other OCCAR languages is highly desirable.

## **5. Qualifications**

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

## **6. Security Clearance**

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



# MINISTERO DELLA DIFESA

SEGRETERIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI

III REPARTO - POLITICA DEGLI ARMAMENTI

3° Ufficio – OCCAR

MINISTERO DELLA DIFESA  
SEGREDIFESA  
M\_D GSGDNA 0015158 05-03-2010

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 l'Ufficio Centrale dell'OCCAR – Posizione A018 “Financial Planning & Control Section Leader” Grado A4.**

## 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 nella settimana 24 giugno 2010 a Bonn.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 17 maggio 2010.

d'ordine

**IL CAPO DEL III REPARTO**

(Gen. D. Claudio TOZZI)

A:	STATO MAGGIORE DELLA DIFESA 1° Reparto	SEDE
	DIREZIONE GENERALE DEL PERSONALE CIVILE	ROMA

e, per conoscenza:

STATO MAGGIORE DELL'ESERCITO D.I.P.E.	SEDE
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MARINA MILITARE Ufficio Generale del Personale	ROMA
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DIREZIONE GENERALE PER L'IMPIEGO PERSONALE MILITARE DELL'AERONAUTICA	ROMA
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Diramazione interna:

I REPARTO

- STAFF IN CONFIDENCE WHEN COMPLETED -



# Organisation for Joint Armament Co-operation

## OCCAR RECRUITMENT FORM

**PLEASE INSERT DATA IN APPROPRIATE BOXES, PRINT THE COMPLETED FORM, AFFIX PHOTOGRAPH AND SIGN IT.**

**PLEASE TYPE OR PRINT CLEARLY IN BLACK INK**

<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 ☐

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

## 8. EDUCATION

	Name and Location	Dates from to	Major subjects	Degree or other diploma
Senior / High Secondary School				
College or University				

Please provide a copy of your highest certificate or diploma

OTHER PROFESSIONAL QUALIFICATIONS, MEMBERSHIP OF BUSINESS OR PROFESSIONAL ASSOCIATIONS

Qualification received	Awarded by	Subject	Length of study	Date

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

## 10. EXPERIENCE IN USING INFORMATION TECHNOLOGY

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

MS Windows		ACCESS	
WORD		MS PROJECT	
EXCEL		LOTUS NOTES	
POWERPOINT		NAVISION	

Other software used:.....

<b>11. ARE YOU A CIVIL SERVANT?</b>	<b>National</b>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	<b>International</b>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

If so, what are your duties and grade?

Do you have the right of return to your present employer? No ☐ Yes ☐

Do you have a security clearance? No ☐ Yes ☐

If so, what level?

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

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

<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**