



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

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

Viale dell'Università 4 - 00185 Roma

Tel. – fax. 06.49862426

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M\_DGCIV

Prot. nr. 67900

Del 08/09/2010

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 sono disponibili i posti 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
NA011	Bonn (Germania)	“Security Section Leader”	Grado A3 (equiv.p.e.A3-F3)	inglese	07/10/2010
N.B032	Bonn (Germania)	“Site Management Assistant 2”	Grado B5 (equiv.p.e.A2-F3)	inglese	07/10/2010

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

f.to



# Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	B032 – Site Management Assistant 2
<b>Grade</b>	B5
<b>Division</b>	Corporate Support
<b>Section</b>	Site Management
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, Germany
<b>Start Date</b>	01 May 2011
<b>Interview Date</b>	25 <sup>th</sup> November 2010

## 1. Background

The Corporate Support Division is responsible for the provision of essential infrastructure and support to enable the execution of the Programme Divisions and PMS Division, to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Security, Information Technology and Site Management addressed in each of the OCCAR-EA sites. Three sections carry out these three main elements of the Corporate Support Division, all reporting directly to the Head of Corporate Support Division

## 2. Role

The Site Administration Assistant will report to the Site Management Section Leader and will assist in performing the following functions.

## 3. Duties

In particular, he/she will:

- Manage Site finance (Entry of commitments, invoices and payment requests into the Navision accounting system).
- Organise duty travels for Central Office and programme division personnel located in Bonn on receipt of a duly authorised travel request (liaison with main service provider for the provision of tickets, etc).
- Verify the accuracy of the calculation made by the traveller on each travel claim received and posted into the accounting system

Points of contact

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

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



- Provide general assistance to Site Manager on all day-to-day operations of the Bonn Site.
- Liaise with main service contract provider for day-to-day operations.
- Deputise, if required, for the Classified Registry & Asset Management Assistant in the field of Classified Registry.
- Draft and write correspondence.
- Organise meetings.
- Undertake temporary ancillary tasks as required by the Head of Corporate Support Division.

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

##### **Essential**

- Experience in similar financial activities, obtained preferably in the field of defence procurement in the OCCAR Nations, or in other international organisations.
- Experience with computer-based financial systems.
- Experience in dealing with the registration of classified documents.
- A keen awareness of the European Defence environment.

##### **Desirable**

- Previous experience in other international 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.
- The ability to work in a changing, developing and demanding environment.
- 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 use Computer and Information Technology (ICT) facilities, with working knowledge of MS Office software in particular Excel.
- Fluency, orally and written, in the English language.

##### **Desirable**

- Previous experience in an international administration is 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.



# Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	A011 – Security Section Leader
<b>Grade</b>	A3
<b>Division</b>	Corporate Support
<b>Section</b>	Security
<b>Management of Staff</b>	1
<b>Location</b>	Bonn, Germany
<b>Start Date</b>	01 May 2011
<b>Interview Date</b>	23 <sup>rd</sup> November 2010

## 1. Background

The Corporate Support Division is responsible for the provision of essential infrastructure and support to enable the execution of the Programme Divisions and PMS Division, to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Security, Information Technology and Site Management addressed in each of the OCCAR-EA sites. Three sections carry out these three main elements of the Corporate Support Division, all reporting directly to the Head of Corporate Support Division

## 2. Role

The Security Section Leader shall be able to manage risk in his/her field of interest in accordance with the risk management discipline and along with the following process: establish the context, identify, analyse and evaluate risks, treat risks (transfer, avoidance, reduction and acceptance).

He/she, while keeping a functional link to the OCCAR-EA Director for any urgent or particular security issue, will report directly to the Head of Corporate Support Division.

## 3. Duties

In particular he/she will:

- Provide adequate security regulations and cover, including Communication-Security, for all OCCAR-EA sites.

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



- Identify all measures necessary to maintain and control personal, physical and document security of the Organisation, including protection of the OCCAR-EA premises and staff against espionage, sabotage and terrorism.
- Timely handle all casework arising in different areas of security, thus contributing to a smooth execution of the Organisation's objectives.
- Provide, as required, prompt advice and guidance to staff members and industry involved in projects, as far as security is concerned.
- Negotiate adequate Security Agreements or Security Arrangements with new Participating States or International Organisations interested in a cooperation with OCCAR
- Prepare and co-ordinate all amendments of the OCCAR Programme Security Instructions (PSIs), including Security Classification Guides.
- Provide administrative support to the OCCAR Security Committee.
- Prepare programme security working group meetings as required.
- Prepare and maintain the OCCAR-EA security instructions and development of evacuation and emergency plans for OCCAR-EA premises, in co-ordination with the local OCCAR-EA site management and relevant national security authorities, as appropriate.
- Conduct security education of staff and handle all security violations within the OCCAR-EA.
- Liaise with host nation's local and regional military and civilian security authorities and intelligence services, attending, when required, relevant meetings.
- Provide policy advice in different areas of security to Senior Management, as necessary.
- Prepare written material and general communications in the above-mentioned areas.

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

##### **Essential**

- Sound knowledge of national security rules and procedures of one or more OCCAR Member States coupled with experience in industrial and defence security policies applied in international organisations.
- Good experience in risk management in the field of security and security planning and programming.
- Ability to analyse security matters and propose options for action.
- A keen awareness of the European Defence environment.

##### **Desirable**

- IT security background or experience in implementation and accreditation of communication security systems and TEMPEST facilities is highly desirable.
- Previous experience in other international 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.
- The ability to work in a changing, developing and demanding environment.
- 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 use Computer and Information Technology (ICT) facilities, with working knowledge of MS Office software in particular MS Word, Powerpoint. Excel is desirable.
- Fluency, orally and written, in the English language.
- Adequate knowledge of other official OCCAR languages (particularly German) is highly desirable

### **Desirable**

- Previous experience in an international administration is desirable.

## **6. Qualifications**

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

## **7. Security Clearance**

Security clearance at "Top Secret" level is required for taking up this post.





SEGRETERIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI  
III REPARTO - POLITICA DEGLI ARMAMENTI  
3° Ufficio - OCCAR

**OGGETTO: Richiesta di personale da candidare presso l'Ufficio Centrale dell'OCCAR – Posizione B032 “Site Management Assistant 2 ” Grado B5 .**

**A VEDASI ELENCO INDIRIZZI IN ALLEGATO 1**

- Let. Nr. 0025062 del 08.10.2009 di SMD - I Reparto
- Let. Nr. 0081793 del 20.11.2009 di PERSOCIV – III Reparto

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 le posizioni in seno all’Ufficio Centrale, 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 25 novembre 2010 a Bonn.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il **22 ottobre 2010**

**IL CAPO DEL III REPARTO.**  
(Gen. D. Carmine DE PASCALE)

IL CAPO DEL 2° UFFICIO  
(Col. A.A.n.n.) Pil. Luigi TELESCA



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

MARINA MILITARE  
Ufficio Generale del Personale ROMA

DIREZIONE GENERALE PER L'IMPIEGO  
PERSONALE MILITARE DELL'AERONAUTICA ROMA

Diramazione interna:

I REPARTO





# MINISTERO DELLA DIFESA

SEGRETARIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI  
III REPARTO - POLITICA DEGLI ARMAMENTI  
3° Ufficio - OCCAR

Allegati: 01

**OGGETTO: Richiesta di personale da candidare presso l'Ufficio Centrale  
dell'OCCAR – Posizione A011 “Security Section Leader ” Grado A3 .**

**A VEDASI ELENCO INDIRIZZI IN ALLEGATO 1**

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Riferimenti:

- Let. Nr. 0025062 del 08.10.2009 di SMD - I Reparto
- Let. Nr. 0081793 del 20.11.2009 di PERSOCIV – III 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 le posizioni in seno all'Ufficio Centrale, 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 23 novembre 2010 a Bonn.
4. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il **22 ottobre 2010**

d'ordine

*P* **IL CAPO DEL III REPARTO** *pl*  
(Gen. D. Carmine DE PASCALE)

**IL CAPO DEL 2° UFFICIO**  
(Col. A. Am. n. Pil. Luigi TELESCA)

*Telesca*



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

MARINA MILITARE  
Ufficio Generale del Personale ROMA

DIREZIONE GENERALE PER L'IMPIEGO  
PERSONALE MILITARE DELL'AERONAUTICA ROMA

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 ☐



## 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. 67900  
DEL 08/09/2010**

**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
TRIBUNALE 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