



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^a DIVISIONE 1^a SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. – fax. 06.49862426

r3d8s0@persociv.difesa.it

M_DGCIV
Prot. Nr.68876
Del 14/09/2010
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 sono disponibili i posti a status internazionale presso il NURC di cui alla tabella sottoindicata.

I dipendenti civili dell'A.D., interessati all'iniziativa, dovranno inviare **(via e-mail)** entro il termine sottoindicato, la propria candidatura, corredata dalla documentazione richiesta dal bando, all'Organismo Internazionale che ha promosso l'iniziativa.

Entro lo stesso termine dovrà pervenire **(per posta ordinaria)**, al 3° Reparto – 8^a Divisione – 1^a Sezione di questa Direzione Generale altro originale di detta documentazione, unitamente alla prova dell'avvenuta ricezione della stessa da parte dell' Ente/Organismo che ha bandito il concorso.

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.12/2010	La Spezia (Italia)	“Principal Scientist (Information Fusion) ”	Grado A4 (equiv.p.e.A3-F4)	inglese	13/10/2010
N.13/2010	La Spezia (Italia)	“Chief Scientist”	Grado A5 (Dirigente)	inglese	30/09/2010

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

Vacancy Announcement
Vacancy 12/2010
Principal Scientist (Information Fusion), NATO Grade A4
NATO Undersea Research Centre, La Spezia, Italy

The NATO Undersea Research Centre (NURC) seeks a qualified Principal Scientist (Information Fusion) within the Applied Research Department. NURC conducts a basic and applied research program that is dedicated to fulfilling NATO's Operational Requirements in the maritime environment and undersea domain with an interdisciplinary scientific complement of more than 40 scientists drawn from NATO member nations on a rotational basis. Unique in its international makeup, NURC maintains a strong reputation for bringing the best and brightest scientists in undersea disciplines together to solve future problems, and has been an international leader in underwater research for over fifty years. Technical support is provided by a permanent staff, trained in the related engineering disciplines. The Centre operates two of the finest research vessels in the world, the *Alliance* and the *Leonardo*. NURC is one of three research and technology organizations in NATO.

This position is for the lead scientist in Information Fusion. This group conducts research in information and sensor fusion, knowledge management, and operational decision support. Scientists in the Information Fusion Group participate in multi-disciplinary research in response to various operational needs in Maritime Security and Port Protection, Anti-Submarine Warfare, Mine Countermeasures and other maritime operations. Current research interests in this area include:

- Undersea surveillance (network-centric multistatic sonar tracking with bandwidth constraints),
- Maritime surveillance (multi-sensor tracking of cooperative and non-cooperative targets with active sensors and transponder data; tracking with sparse temporal and spatial coverage),
- Situational Awareness (fusion of physical sensor data with commercial and intelligence data),
- Group tracking (pattern recognition; data mining and higher-level fusion to include reasoning over vessel intent),
- Real time decision support to maritime operations (impact of oceanographic variability and uncertainty on decision making).

In addition to the attached generic job description, the principal duties and qualifications are as follows:

RESPONSIBILITIES:

The principal duty is to lead and advance the centre's research activities in the area of information fusion and decision support. The research focus is on high level decision making processes in maritime operations and developing and providing the tools for operators to make the best decisions in the face of uncertainty. Areas of interest include:

- Multi-sensor, multi-source information fusion including fusion of physical sensor data with commercial and intelligence data for group tracking and pattern recognition;
- Decision making and human judgment under uncertainty, time-pressure and stress
- Human-machine interaction and shared responsibility
- Fusion of expert decisions (man and/or machine) for a "better" decision;
- Data mining and higher-level fusion to include reasoning over behavioral intent.

The Principal Scientist (Information Fusion) will provide support to centre research projects in maritime security, anti-submarine warfare and environmental support that require the experience and participation of an information fusion scientist. This work will include data analysis and reporting, presentation of results to NATO bodies, scientific meetings and elsewhere, and the design, planning and execution of experiments.

Additional duties include:

- Work in close collaboration with the Department Head on the overall coordination of information fusion research activities within NURC.
- Promote the NURC programme of work among other research, technical and military organizations.
- Develop cooperative efforts and scientific proposals to perform joint research work among institutions.
- Document the performed work in published reports, technical and scientific documentation in the centre, refereed scientific journals and external presentations.
- Supervise and mentor scientists and other team members.
- Research scientists will have the opportunity to propose and conduct individual research projects related to one of the above programs.

ESSENTIAL QUALIFICATIONS:

1. Masters degree in computer science, information management, operations research, marine sciences, physical sciences, engineering, human factors or a related field. A Ph.D. is desired. Commensurate experience will be considered in lieu of an advanced degree for a highly qualified candidate with particular abilities and skills of interest to the centre.
2. Senior-level professional experience in the areas of information fusion, knowledge management, decision support, human factors or a related subject.
3. Proven ability to plan and conduct field experiments as scientist in charge. Participation in a minimum of 5 field experiments is desired.
4. Experience in organizing and leading technical projects. More than 5 years experience in planning, proposing and/or managing research programmes is desired
5. A reputation as a leading scientist in the field as evidenced by a record of publications and technical reports and other accomplishments
6. Excellent numerical modeling and data analysis skills are essential. Ability to perform scientific programming using standard software and operating systems such as UNIX, linux, matlab, c++, etc.
7. Successful collaborative research with international seagoing organizations
8. Experience (including education) conducting research in one or more of the following areas should be demonstrated in the application.
 - A. Information fusion
 - B. Human factors and Human Machine Interface
 - C. Knowledge management and data mining
 - D. Sensor fusion
 - E. Decision making

PERSONAL ATTRIBUTES:

Able to conduct applied scientific research, to produce novel ideas and a desire to contribute personally to the project work. Tact, perseverance, adaptability and good communications skills are essential. Individuals must be self motivating, and have the ability to work harmoniously with colleagues, and other staff both civilian and military and from private scientific or industrial organizations.

CONTRACT

The attention of candidates is drawn to the fact that this is a research post in a scientific establishment therefore the successful candidate will be offered a definite duration contract not exceeding three years' duration which, subject to satisfactory performance and organizational requirements, may be renewed by mutual consent for further periods of up to two years.

NURC offers a comprehensive benefits package including tax-free remuneration, 6 weeks annual vacation, life and medical insurance, a retirement plan, educational allowance for dependent children and paid travel to the home country for the member and family every two years.

APPLICATION PROCEDURE

Qualified candidates must submit a curriculum vita and completed official NURC application form (available at <http://www.nurc.nato.int/employment/app-form.rtf>) indicating vacancy number and job title. A cover letter explaining how their experience and qualifications fit them to the specified requirements should also be included. Applications are to be submitted electronically to: recruitment@nurc.nato.int (the application form and supporting documents must be submitted as a single word document). Applications will be accepted until **28 October 2010**.

Notes for candidates: the candidature of NATO redundant staff will be considered and evaluated before any other candidature.

Notes for NATO civilian personnel officers/human resources managers: if you have any qualified redundant staff of same grade, please advise NURC either by message or e-mail (recruitment@nurc.nato.int) no later than 14 October 2010.

Remarks: only nationals of the 28 NATO member countries can apply for vacancies at NURC. The NATO member countries are: Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, the Netherlands, Turkey, United Kingdom, and United States.

POC: Human Resources Branch (recruitment@nurc.nato.int)

Attachment: NATO Job Description TRC RAX 0120

NATO JOB DESCRIPTION

Printed: 08/10/2009 11:00:55
ECR Details Verified

PART I - JOB IDENTIFICATION

Job Title	Scientist	Date	13 Jan 2009
PE Post Number	TRC RAX 0120	Command	Allied Command Transformation
Rank/Grade	A-4	HQ	NATO Undersea Research Centre ISPE
Nationality		Division	Research Division
Service		Branch	Applied Research Department
Job Code	520A/525K	Duty Location	La Spezia (ITA)

PART II - PE DETAILS

A. POST CONTEXT

The NATO Undersea Research Centre (NURC) develops technology that will facilitate the transformation of NATO military capabilities and is a focus for partnering in maritime innovation for NATO Commands and the NATO Nations. The Research Division is comprised of the Applied Research and Systems Technology Departments and supported by Programme Management. The Centre's Programme of Work is conducted in these two scientific departments oriented respectively toward systems research and physical processes research. -

B. REPORTS TO

Scientist, TRC RAX 0010.

C. PRINCIPAL DUTIES

The incumbent's duties are:

Principal Scientists may be assigned as Programme Managers, Team Leaders and/or perform individual research. The incumbent's duties are:

1. Programme Manager.
 - a. Develop, articulate and defend the Centre's Master Plan for the Thrust Area.
 - b. The oversight and management of Thrust Area programme and project planning including supervision and mentoring of assigned staff.
 - c. The overall execution of the Thrust Area Plans including:
 - (1) Trade-offs among performance, schedules and costs.
 - (2) Tracking, managing and reporting risks (technical, resource, other).
 - (3) Timely delivery of outputs.
 - (4) Documentation and reporting on activities and outputs.
 - d. Conduct market surveys to identify new business opportunities and propose project to exploit the Centre's technology base.
 - e. Survey national research, technology, and development programmes for indications of future R&T directions in order to anticipate national acquisition trends and developments of interest to the Centre.
 - f. Develop and implement strategies to actively engage other NATO bodies, agencies, and commands in the Centre's programme.
2. Team Leader.
 - a. Technical leadership and direction for the Group and technical consultation for other groups and Programme Managers.
 - b. Management of the Group including supervision and mentoring of staff.
 - c. Advice and support to the multiyear Thrust Area Master Plan for the Programme of Work and the development of corresponding plans for the assigned components including resources.
 - d. Direction, control and coordination of activities within his/her Group in implementing the Programme of Work.
 - e. Monitors the activities of the group on support of Centre projects.

f. Advising the Department Head on issues related to the Group area of expertise.

3. Individual Research.

- a. The investigation of maritime research problems either as an individual scientist working essentially on his/her own or as the leader of a small team.
- b. Carrying out and documenting experimental or theoretical investigations as part of a team working on maritime research problems assigned to it in implementation of the Programme of Work.
- c. Conception, design and development of advance equipment, demonstrators, or facilities.

The following duties are required of all members of the grade:

1. In the light of the experience expected in this grade, the provision of guidance and instruction to other members of the scientific and technical staff who may be assigned to him/her.
2. Promoting and maintaining close relations with other scientists or military staff concerned with similar or related problems within the NURC and in national or international scientific establishments and military headquarters.
3. Keeping himself/herself and the directorate informed about NATO activities in the various member countries that are relevant to the current and future activities of the NURC and to the exploitation of NURC products and knowledge.
4. Interaction with national and international scientific establishments in order to remain abreast of the latest technical and scientific principles and practices on matters pertaining to his/her component of the Programme of Work as well as potential exploratory research areas and technology watch activities.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

There are no first line reporting responsibilities.

D. ADDITIONAL DUTIES

1. The incumbent may be required to perform his or her duties onboard NURC's vessels and may be called upon to perform like duties elsewhere in the organisation.
2. Flexibility Clause: In order for the command to deal with emergent requirements, the incumbent may be required to perform other related duties as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time). Additionally, the incumbent may also be reassigned as directed by the Deputy Director for up to 180 days (and where necessary in excess of 180 days with the agreement of the incumbent).
3. Annual TDY Requirement: The incumbent can expect to go on TDY both within and outside NATO's boundaries.

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

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

Primary: 520A Engineering and engineering trades

The study of engineering and engineering trades without specialising in any of the detailed fields. (specialisation: Engineering (broad programmes)) [Ref: UNESCO ISCED 1997:520]

Primary Skill Level: Initiate or influence: Has defined authority and responsibility for all aspects of a significant work area, including functional, financial and quality aspects. Establishes organisational objectives, delegates assignments and is accountable for actions taken by self and subordinates. Influences policy formation on contribution of specialisation to operational or transformational objectives. Executes leadership and influences and persuades subordinates, peers and external organisations, HQs and agencies. Decisions impact the functional area of the enterprise, achievement of organisational objectives and financial performance. Work involves creative application of specialist and/or management principles. Develops high

level relationships with external organisations, HQs and agencies. Influences internally and externally at senior management level. Executes highly complex work activities covering, technical, financial and quality aspects and contributing to formulation of the strategy and policies of the functional area. Able to absorb complex technical information and communicate effectively at all levels to both specialist and non-specialist audiences. Responsible to assess and evaluate risks and to understand the implications of new concepts, technologies and trends. Has a broad understanding of the enterprise and deep understanding of the functional areas. Responsible to keep skills within the assigned functional area up to date and to maintain awareness of developments in the wider area of enterprise activities. *[Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]*

- a. 4 years post-graduate experience in research related to the maritime environment, systems or operations.
- b. Demonstrated leadership ability and experience in the management of research efforts.
- c. Recognized achievement in research.
- d. A more specific statement of required education and training may be developed at the time of recruitment in order to address the specific needs of the Programme of Work.

Secondary: 525K Motor vehicles, ships and aircraft

The study of designing, developing, producing, maintaining, diagnosing faults in, repairing and servicing motor vehicles, including earth moving equipment and agriculture machines. Typical is the combining of studies in both metal structures and motors. (specialisation: Maritime engineering) *[Ref: UNESCO ISCED 1997:525]*

Secondary Skill Level: Initiate or influence: Has defined authority and responsibility for all aspects of a significant work area, including functional, financial and quality aspects. Establishes organisational objectives, delegates assignments and is accountable for actions taken by self and subordinates. Influences policy formation on contribution of specialisation to operational or transformational objectives. Executes leadership and influences and persuades subordinates, peers and external organisations, HQs and agencies. Decisions impact the functional area of the enterprise, achievement of organisational objectives and financial performance. Work involves creative application of specialist and/or management principles. Develops high level relationships with external organisations, HQs and agencies. Influences internally and externally at senior management level. Executes highly complex work activities covering, technical, financial and quality aspects and contributing to formulation of the strategy and policies of the functional area. Able to absorb complex technical information and communicate effectively at all levels to both specialist and non-specialist audiences. Responsible to assess and evaluate risks and to understand the implications of new concepts, technologies and trends. Has a broad understanding of the enterprise and deep understanding of the functional areas. Responsible to keep skills within the assigned functional area up to date and to maintain awareness of developments in the wider area of enterprise activities. *[Ref: NATO adaptation of SFIA v3 2005:Generic Level Description]*None

2. Education/Training

Masters Degree or equivalent in maritime, marine, mechanical engineering, or naval engineering, engineering or related discipline and 4 years post related experience

3. Security Clearance

NATO SECRET

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:
eMail Clients/Web Browsers:
Web Content Management:

Working Knowledge
Working Knowledge
Basic Knowledge

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specific Experience: a. Capability to maintain professional qualifications through continued education to remain abreast of the latest technical and scientific principles and practices.
b. Experience with the ISO 9000 or similar Quality Management System.
c. Experience in an international organisation.

2. Education/Training

Doctorate (PhD)

3. Language

English 4444

C. CIVILIAN POSTS

1. Personal Attributes

The incumbent must be highly articulate and persuasive possessing tact and diplomacy. He/She must have a proven ability to work with no supervision and is expected to be a proactive self-starter. Must possess keen perception and apply sound judgement, which must take due account of political realities. Frequent requirement for original thought. The incumbent must be capable of working in a demanding environment, be clear, concise, and convincing in written and oral presentations, and flexible in response to changing requirements. He/She must also have:

- Proven ability to work successfully with military staff.
- Demonstrated leadership and management capabilities.
- Personal qualities of tact, judgement and adaptability.
- Ability to tactfully and effectively interface with senior management personnel, peers, and subordinates.
- Good political awareness and motivational and listening skills.
- A sense of diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, as well as with staff from private scientific/industrial organisations.

2. Managerial Responsibilities

Supervision of a Group. Heads a unit, which involves the direction, planning and coordination of diverse subjects. This work involves projects and programmes which engage multiple parts of the organisation and often involves interaction with external organisations.

3. Professional Contacts

Often involved in significant discussions at senior committee level with representatives of NATO nations or other NATO bodies on behalf of the NURC. Has a regular professional contact typically at senior management level inside and outside the Centre. Develops policy and processes which requiring explanation, discussion, persuasion and approval of actions. Requires good negotiating skill, tact and persuasion.

4. Contribution to the Objectives

Provides leadership in several key aspects of the performance of the Programme of Work. Acts as a group leader for a group of scientists organised by disciplines and as a senior researcher.

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

Vacancy Announcement
Vacancy 13/2010
Chief Scientist, NATO Grade A5
NATO Undersea Research Centre, La Spezia, Italy
Closing Date 15 October 2010
Interviews are foreseen for the week of 15 November 2010

The NATO Undersea Research Centre (NURC) is seeking applicants for the position of Chief Scientist. NURC addresses NATO's maritime operational and transformational requirements through directed research on new maritime and undersea capabilities in partnership with the NATO nations.

The Chief Scientist serves as the principal scientific advisor to the Director NURC and interfaces with HQ SACT, NATO bodies and committees, military commands, and national and international RT&D laboratories and organizations, ensuring that NURC research programs are scientifically and technologically well founded and appropriate for their intended usage.

Key challenges facing the successful candidate for Chief Scientist will include:

1. Secure strong and lasting relationships with national labs and research foundations in North America and Europe with the objectives of sustaining NURC's scientific and technical excellence and increasing NURC's ability to develop externally funded projects, securing additional funding through its new business model.
2. Develop and implement NURC's strategic scientific vision, combining a Scientific Programme of Work (SPOW) that balances a multi-year research strategy with the short-term needs of NATO and/or external customers, and increasing NURC's capacity to attract world-class scientists and engineers.

Candidates are expected to attach to their application a maximum of three A4 pages summarizing their views about these challenges and how they would address them if selected for the position.

MAIN DUTIES

1. Develop the long range science and technology vision to respond to future threats and needs of the NATO Alliance, and identify the core capabilities required to realize it.
2. Design, develop and coordinate research programmes and prioritize these in relation to the strategic plan, the needs of the Alliance and the availability of financial and scientific resources.
3. Provide guidance and advice to the scientific departments on NURC's strategic directives and the vision of NURC's Scientific Programme of Work (SPOW).
4. Oversee the development of new concepts in defence science and related scientific areas, analyze, synthesize and integrate the information, and provide advice and recommendations based on these new concepts.
5. Promote NURC activities to NATO, RT&D counterparts of allied nations, industry and other stakeholders.
6. Develop and negotiate joint research projects, cooperative and partnership agreements and manage international collaboration programmes.

7. Oversee the implementation of the NATO RT&D strategy in the NURC SPOW and monitor the quality of the output.
8. Represent NURC's scientific objectives and accomplishments to other RT&D agencies, industry, academia, government organizations, the international community and the general public.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

1. A postgraduate degree in acoustics, oceanography, physics, engineering, operations research or a related field. Commensurate experience will be considered in lieu of an advanced degree for a highly qualified candidate.
2. Proven capacity to devise science & technology strategies, to identify critical technologies, to nurture and to implement inventions, and to manage research projects.
3. Senior-level management experience of an S&T lab or team which have brought innovation in the maritime/naval domain.
4. Recent demonstrated ability leading research programmes in a competitive environment including grant and contract proposal preparation, review and submission leading to transition of those deliverables to naval operations.
5. Recognized achievement in research related to the maritime environment, systems or operations including time at-sea onboard research vessels as evidenced by peer-reviewed publications, keynote speeches in conferences, invited lectures, and recognition by professional associations.
6. Demonstrated initiative in maintaining professional skills through continuing education to remain current with the latest advances in science, technology and management.
7. Knowledge of project management software tools.
8. The ability to read, write, speak and comprehend English language at a professional level. The work of the NURC is conducted primarily in the English language.
9. A NATO COSMIC Top Secret security clearance (if not currently held the incumbent must be eligible for this level of clearance).

DESIREABLE QUALIFICATIONS AND EXPERIENCE

The following would be considered an advantage:

1. PhD in a relevant field.
2. A qualification in management (PMP, MBA, etc).
3. Experience of quality management principles (e.g. ISO 900).
4. Experience of an international organisation.

PERSONAL ATTRIBUTES:

Leadership:

1. Able to take initiative, and provide creative solutions when confronted with complexity and ambiguity.
2. Able to lead, motivate and mentor others toward professional growth and development; Identify appropriate training and professional development opportunities.
3. Able to establish challenging goals and steadily motivate a multi-disciplinary, multinational team to achieve useful results in an overall context of volatile budgets and dynamic requirements.

Management:

1. Able to evaluate, establish and adjust priorities, make decisions, and assume full accountability for actions and decisions taken.
2. Able to be resourceful when budgets are reduced,
3. Able to establish an effective work flow to achieve objectives in a timely and efficient manner

Relationships and Communication:

1. Able to develop long-term strategic relationships with stakeholders, partners and sponsors.
2. Able to understand, explain and present complex ideas to both specialist and non-specialist audiences at all levels in a clear, concise, persuasive manner, both written and oral.
3. Able to conduct discussions at senior levels with representatives of NATO nations or other NATO bodies on behalf of the NURC, and have regular professional contact typically at senior management level inside and outside the Centre with political awareness, good listening and negotiating skills, tact, judgment and adaptability.
4. Able to maintain state-of-the-art knowledge of science and technology in core competency areas of responsibility (e.g. underwater acoustics, ocean prediction, remote sensing & adaptive sampling, information theory & cognitive science, sensors & signal processing, autonomy & collective intelligence, operations research, and communication engineering) including related activities in other similar organizations.

CONTRACT

The attention of candidates is drawn to the fact that this is a research post in a scientific establishment, therefore the successful candidate will be offered a definite duration contract not exceeding three years' duration which, subject to satisfactory performance and organizational requirements, may be renewed by mutual consent for further periods.

NURC offers a comprehensive benefits package including tax-free remuneration, 6 weeks annual vacation, life and medical insurance, a retirement plan, educational allowance for dependent children and paid travel to the home country for the member and family every two years.

APPLICATION PROCEDURE

Qualified candidates must submit a curriculum vita, their view of the challenges as expressed above, and a completed official NURC application form (available at <http://www.nurc.nato.int/employment/app-form.rtf>) indicating vacancy number and job title. Applications are to be submitted electronically to: recruitment@nurc.nato.int (the application form and its supporting documents such as continuation sheets and should be sent as a single word document). Applications will be accepted until **15 October 2010**.

Notes for candidates: the candidature of NATO redundant staff will be considered and evaluated before any other candidature.

Notes for NATO civilian personnel officers/human resources managers: if you have any qualified redundant staff of same grade, please advise NURC either by message or e-mail (recruitment@nurc.nato.int) no later than 1 October 2010.

Remarks: only nationals of the 28 NATO member countries can apply for vacancies at NURC. The NATO member countries are: Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, the Netherlands, Turkey, United Kingdom, and United States.

POC: Human Resources Branch (recruitment@nurc.nato.int)

Generic Attachment: NATO Job Description TRC GXX 0040

FOTOGRAFIA

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) a. in ambito Nazionale:		<u>GRADO</u>	<u>PERIODI</u>
b. in ambito interforze e/o Internazionale:			

(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 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>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di inter</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	
30	<u>ASSICURA LA PERMANENZA NELL'INCARICO?</u> (9)	
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di interesse</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	

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) ** - ** - ****



NATO Undersea Research Centre

Centre de Recherche Sous-Marine de l'OTAN

APPLICATION FOR EMPLOYMENT

The originals of this form, duly completed, must be sent, by mail, to:

NATO Undersea Research Centre Viale S. Bartolomeo, 400 19138 La Spezia Italy
Advance copies, however, may be sent via telefax or e-mail to the Personnel Section.

Telefax: +39 0187 527434
Telephone: +39 0187 527339
E-mail : recruitment@nurc.nato.int

CONFIDENTIAL

1. State reference number of the vacancy for which you are applying, or type of employment for which you are especially qualified.		RECENT PASSPORT-SIZE PHOTOGRAPH
2a. Have you previously submitted an application for employment with NURC? <input type="checkbox"/> Yes <input type="checkbox"/> NO If so, indicate vacancy number?		
2b. Have you previously submitted an application for employment with NATO? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?		
3a. Surname		3b. Maiden name, if any
3c. First name		3d. Middle name(s)
3e. Title (Mr. Mrs. Ms. Dr. / Rank)		
4a. Permanent address		4b. Postal address for correspondence (if different from 4a)
4c. Telephone Home: Office: Mobile:		4d. Telefax Home: Office:
4e. E-mail address		
4f. Security clearance Level: Expiration date :		
5. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated		

6a. Sex	6b. Date of birth	6c. Country and place of birth	6d. Nationality at birth	6e. Present nationality
				If different from 6d, attach explanation.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

ANSWER EACH QUESTION COMPLETELY IN ENGLISH. TYPE OR PRINT CLEARLY IN INK. IF CERTAIN ITEMS REQUIRE MORE SPACE, CONTINUE ON PLAIN PAPER. DO NOT LEAVE BLANKS. ALL ITEMS MUST BE COMPLETED. IF AN ITEM IS NOT APPLICABLE, WRITE 'N/A'.

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 the files of unsuccessful candidates will be destroyed after 5 years.

Candidates are advised that the recruitment process includes a security investigation and a physical check-up by our Medical Adviser.

7. Give the following information about your spouse and children. If you are divorced, indicate whether the children are your dependants. In all cases, indicate whether the children are financially your dependants.

Name (Use Yes/No to indicate financial dependence of each child.)	Occupation	Date of birth	Relationship

8. EDUCATION AND TRAINING

SECONDARY AND HIGHER-SECONDARY EDUCATION (in chronological order)

Name and location of establishment	Years attended	Certificates and/or diplomas obtained and standing achieved

8. EDUCATION AND TRAINING (continued)

UNIVERSITY EDUCATION OR EQUIVALENT

Name and location of establishment	Years attended	Degrees obtained	Main subjects

OTHER EDUCATION/TRAINING

Name and location of establishment	Name and duration of course followed	Certificates and/or diplomas obtained

9. Have you completed all obligatory military service?

☐ Yes☐ No

If yes, indicate date

and military rank.

If not, give reasons.

In case of exemption, give reasons.

10. LANGUAGES

For each language listed, indicate level of ability (fluent, good, fair, slight).

Mother tongue	Comprehension	Speaking ability	Writing ability	Reading ability
Other languages	Comprehension	Speaking ability	Writing ability	Reading ability

Official language certificates obtained

Testing body

Standing achieved

Date of examination

11. TYPING AND SHORTHAND

Indicate speeds in words per minute.

	English		French	
	Certificate speed	Speed now	Certificate speed	Speed now
Typing				
Shorthand				

12a. Indicate your ability with / knowledge of the following.

Word processor (specify)

PC (specify)

Software (specify)

Computer languages (specify)

Other office equipment (specify)

12b. Type of driver's licence held

EMPLOYMENT HISTORY / EXPERIENCE PROFESSIONNELLE

Starting with your **present** post, list in reverse order every employment you have had. Use a separate block for each post. Include service in the armed forces and note any period during which you were not gainfully employed. If more space is required, attach additional pages of the same format. **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.**

13. PRESENT EMPLOYMENT

Dates of employment From _____ To _____

Net salary per annum Starting _____ Present _____

Name and address of employer _____

Place of employment _____

Type of business of employer _____

Title of your position _____ Number of employees under your direct supervision _____

Name and title of your supervisor _____

Detailed description of your work

Languages used in your work _____

Reason for wishing to leave _____

Would you retire/resign from your military post, or resign from your current employment, to take up a post with the Organization, or would you apply for leave of absence with/without pay? (specify)

Are you presently employed in a civilian or military capacity? (specify) _____

How much notice would you require to report to work? _____

Have you any objections to our making inquiries of your present employer? ☐ Yes ☐ No

14a. PREVIOUS POSITION

Dates of employment	From	_____	To	_____
Salary per annum	Starting	_____	Final	_____
Name and address of employer _____				
Place of employment _____				
Type of business of employer _____				
Title of your position	Number of employees under your direct supervision			_____
Name and title of your supervisor _____				
Detailed description of your work _____				

Languages used in your work _____

Reason for leaving _____

14b. PREVIOUS POSITION

Dates of employment	From	_____	To	_____
Salary per annum	Starting	_____	Final	_____
Name and address of employer _____				
Place of employment _____				
Type of business of employer _____				
Title of your position	Number of employees under your direct supervision			_____
Name and title of your supervisor _____				
Detailed description of your work _____				

Languages used in your work _____

Reason for leaving _____

14c. PREVIOUS POSITION		
Dates of employment	From _____	To _____
Salary per annum	Starting _____	Final _____
Name and address of employer	_____	
Place of employment	_____	
Type of business of employer	_____	
Title of your position _____	Number of employees under your direct supervision _____	
Name and title of your supervisor	_____	
Detailed description of your work		
Languages used in your work	_____	
Reason for leaving	_____ _____	

14d. PREVIOUS POSITION

Dates of employment	From _____	To _____
Salary per annum	Starting _____	Final _____
Name and address of employer	_____	
Place of employment	_____	
Type of business of employer	_____	
Title of your position	Number of employees under your direct supervision	
Name and title of your supervisor	_____	
Detailed description of your work		
Languages used in your work	_____	
Reason for leaving	_____	

15a. If you are now or have ever been a civil servant in your government's employ, please give the name of the administration and dates of duty.

15b. If you are or have ever been a NATO Civilian, indicate last grade and step held.

15c. Are any of your relatives (or is your partner) employed by one of the NATO bodies?

☐ Yes

☐ No

If so, list them.

Name	Civilian	Military	Relationship	Name of NATO Body
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

16. List professional societies to which you belong and your activities in public or international affairs.

17. List but do not attach your publication records.

18. List your social and athletic activities and other particular abilities or interests.

19. List periods spent away from your home country (holidays excluded).

Country	Reason for visit or residence	Dates

20. 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)?

☐ Yes ☐ No

If 'yes' give full particulars of each case in an attached statement.

21. Indicate physical handicaps and/or chronic illnesses that you have.

22. 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 may be contacted without prior notice to candidates.**

Name	Full address	Telephone	Profession
1.			
2.			
3.			

23. State any other relevant facts not covered in this application.

24. I certify that the statements made by me in the foregoing application 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 will render a staff member of NATO liable to termination or dismissal.

Date

Signature

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>	

**ELENCO INDIRIZZI ALLEGATO ALLA CIRCOLARE N. 68876
DEL 14/09/10**

**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