



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8ª DIVISIONE 1ª SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. - fax. 06.49862475

div8@persociv.it

M\_DGCIV

Prot.n. 0052319

del 11-08-2005

PARTENZA



M\_DGCIV

Prot. nr.

dcl

PARTENZA

A INDIRIZZI IN ALLEGATO

**OGGETTO:** *Posti a status internazionale. Bandi di Concorso.*

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Ai fini di una tempestiva diffusione tra il personale dipendente degli avvisi di vacanza di cui all'oggetto, si trasmettono le copie dei messaggi, pervenuti da Stamadifesa.

Le eventuali candidature, corredate dei documenti di rito (application forms con fotografie e note biografiche, tre copie in una delle lingue NATO e tre in italiano), dovranno pervenire a questa D.G. non meno di 20 giorni prima della data di scadenza indicata nel messaggio sopraccitato, per i successivi inoltri di competenza.

Si fa presente che non saranno prese in esame le istanze pervenute oltre il termine prescritto.

Si allega inoltre la tabella indicante la corrispondenza tra gradi posti Nato e qualifiche del personale civile Comparto Ministeri.

**IL DIRETTORE DELLA DIVISIONE**

(Dirigente Dr.ssa Marina MASSARUTI)

**SPECIFICA DI CORRISPONDENZA TRA GRADI POSTI NATO E QUALIFICHE PERSONALE CIVILE**  
**COMPARTO MINISTERI**

A	7	(o P) -	DIRIGENTE GENERALE
A	6	(o P) -	DIRIGENTE
A	5	(o P) -	DIRIGENTE
A	4	(o P) -	FUNZIONARI - AREA FUNZIONALE C 3
A	3	(o P) -	FUNZIONARI - AREA FUNZIONALE C 2
A	2	(o P) -	FUNZIONARI - AREA FUNZIONALE C 1
A	1	(o P) -	IMPIEGATI - AREA FUNZIONALE B 3

B5/6 AREA FUNZIONALE - B 3

B3/4 AREA FUNZIONALE - B 2

B2 AREA FUNZIONALE - B 1

raggruppa il personale di segreteria (dattilografi, archivisti) o i tecnici di laboratorio. Vanno in senso ascendente di importanza, da B2 a B6.

C 1 - C 6 - ex operai specializzati, operatori di macchine, personale addetto alla manutenzione, alla sicurezza.

L1 - L 5 - ex traduttori ed interpreti

P - equiparata alla A

NRO.    ARCHIVIAZIONE    20900273A    CODA : ARRIVI

28/07/2005 13.41

AREA OP. : PAM

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RR RIFTA

DE RIFD ;8201 2091301

ZNR UUUUU

R 281300Z LUG 05

FM STAMADIFESA

TO RIFE/SEGREDIFESA

RIFE/STATESERCITO

RIFMR/MARISTAT

RIFTA/STATAEREO

RIFA/CARABINIERI COMANDO ROMA

RIFTA/PERSOCIV

ZEN/DIFESA GABINETTO

R 281205Z JUL 05

FM E3A COMPONENT

TO AIG 5000

BT

NATO UNCLAS

SIC VAW

SECTION 1 OF 3

SECRET SYSTEM HIGH GENERATED/MEDIATED MESSAGE

SUBJ VACANCY ANNOUNCEMENT 05026, NAEWCF E-3A COMPONENT

RELAU:PECR/PEC

FOR CIVILIAN PERSONNEL OFFICERS:

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1. GENERAL:

APPLICATIONS ARE INVITED FOR THE POST LISTED BELOW WHICH WAS PREVIOUSLY ADVERTISED UNDER VACANCY NUMBER 04064. CANDIDATES WHO APPLIED UNDER VACANCY NUMBER 04064 WILL NOT BE CONSIDERED UNLESS THEY APPLY AGAIN.

APPLICATIONS WILL ONLY BE ACCEPTED FROM NATIONALS OF THE FOLLOWING COUNTRIES WHICH CONTRIBUTE TO THE BUDGET OF THE E-3A COMPONENT: I.E. BELGIUM, CANADA, DENMARK, GERMANY, GREECE, ITALY, LUXEMBOURG, THE NETHERLANDS, NORWAY, PORTUGAL, SPAIN, TURKEY AND THE UNITED STATES OF AMERICA.

NOTE: THIS POLICY DOES NOT APPLY TO THE CANDIDATURE OF A LOCAL (E-3A COMPONENT) NATO SERVING STAFF MEMBER OR A REDUNDANT NATO SERVING STAFF MEMBER OR A NATO SERVING STAFF MEMBER ON PERSONAL GRADE FROM AN EXCLUDED NATION.

PERSONS APPLYING FOR THE SUBJECT POST SHOULD NOTE THAT THERE IS A POSSIBILITY THAT THE NAEWCF E-3A COMPONENTS MAIN OPERATING BASE (MOB) (TO INCLUDE ALL ITS MILITARY AND CIVILIAN POSTS) MAY BE MOVED TO ANOTHER LOCATION IN GERMANY OR TO ANOTHER NATO COUNTRY.

MINIMUM AGE: 21

MAXIMUM AGE: 60

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EXCEPTIONALLY, AN APPOINTMENT OF DEFINITE DURATION MAY BE OFFERED TO A NON-NATO INTERNATIONAL CIVILIAN OF 60 YEARS OF AGE OR MORE.

POST NUMBER:        AGK CPM 0040

VACANCY NUMBER:    05026

GRADE:              B-4

TITLE:              SENIOR ASSISTANT (MANPOWER)

DIVISION/OFFICE:    MANPOWER MANAGEMENT BRANCH, PERSONNEL DIVISION, E-3A COMPONENT HEADQUARTERS

NATO BODY:           NAEWCF E-3A COMPONENT GEILENKIRCHEN, GERMANY

COMAER - QUARTIER GENERALE **CENTRO ACCAM**

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Prot.nr. 0049946

del 02-08-2005

ARRIVO



NRO. ARCHIVIAZIONE 20900273A CODA : ARRIVI

28/07/2005 13.41

AREA OP. : PAM

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CLOSING DATE: 30 AUG 2005

POINT OF CONTACT: MR. R. GUELPEN, 02451-632343

2. POST CONTEXT:

THE NAEWCF E-3A COMPONENT IS A MULTINATIONAL NATO COMMAND FORCE PROVIDING AN AIRBORNE EARLY WARNING AND CONTROL (AEWC) CAPABILITY IN SUPPORT OF ALLIANCE OBJECTIVES. THE E-3A COMPONENT HEADQUARTER (HQ) ELEMENTS ASSIST THE E-3A COMPONENT COMMANDER IN SUSTAINING OPERATIONAL EFFICIENCY AND READINESS OF THE E-3A COMPONENT. THE PERSONNEL DIVISION IS RESPONSIBLE FOR THE OVERALL INTERNATIONAL MANAGEMENT OF PERSONNEL AND MANPOWER RESOURCES ASSIGNED TO/EMPLOYED BY THE E-3A COMPONENT AT THE MAIN OPERATING BASE (MOB) PAGE 04 RIFD 8201 NATO UNCLAS

AND THE FORWARD OPERATING BASES/LOCATION (FOBS/FOL).

THE MANPOWER MANAGEMENT BRANCH ADMINISTERS THE APPROVED E-3A COMPONENT PEACETIME - AND CRISIS/EMERGENCY ESTABLISHMENT (PE, C/EE). VALIDATES, COORDINATES AND SUBMITS REQUIRED INPUTS TO THE NATO ANNUAL MANPOWER PLAN (NAMP), OR OUT-OF-CYCLE PE CHANGES. ENSURES MANPOWER REQUIREMENTS ARE REFLECTED IN OTHER NATO PLANNING DOCUMENTS. CONDUCTS INTERNAL MANPOWER SURVEYS AND ADVISORY STUDIES AND ASSESSES CURRENT/FUTURE MANPOWER REQUIREMENTS. PROVIDES RECOMMENDATIONS ON MANPOWER AND ORGANIZATIONAL STRUCTURE MATTERS. PROCESSES MANPOWER CHANGE REQUESTS IN ACCORDANCE WITH ESTABLISHED NATO/ACO PROCEDURES. IS THE E-3A COMPONENTS OFFICE OF PRIMARY RESPONSIBILITY (OPR) FOR THE ESTABLISHMENT, VALIDATION, AMENDMENT AND APPROVAL OF ALL CIVILIAN AND MILITARY JOB DESCRIPTIONS. ASSESSES AND VALIDATES THE REFILL REQUIREMENTS OF VACANT CIVILIAN PE POSTS. THE SENIOR ASSISTANT MAINTAINS ALL DOCUMENTATION PERTAINING TO THE E-3A COMPONENT PEACETIME AND CRISIS/EMERGENCY ESTABLISHMENTS (PE: C/EE). ASSISTS THE ADMINISTRATOR IN MANPOWER MANAGEMENT SURVEYS/STUDIES AND VALIDATIONS OF ORGANIZATIONAL AND MANPOWER CHANGE REQUIREMENTS. PERFORMS PERIODIC REVIEWS OF JOB DESCRIPTIONS AND STATEMENT OF FUNCTIONS. PAGE 05 RIFD 8201 NATO UNCLAS

3. REPORTS TO:

THE CHIEF, MANPOWER MANAGEMENT BRANCH OR DESIGNATED SUPERVISOR.

4. PRINCIPAL DUTIES:

RESPONSIBLE FOR:

MAINTAINING/ADMINISTERING THE E-3A COMPONENT PE AND C/EE, INCL. THE SUPPORTING CORRESPONDENCE, FORMAL PE AUTHORITY (PEA) DOCUMENTATION AND ANY PERTAINING NATO DEFENCE MANPOWER AUDIT AUTHORITY (NDMAA) SURVEY, REVIEW, VALIDATION AND CLASSIFICATION REPORT:

MAINTAINING THE PE AND C/EE JOB DESCRIPTION/STATEMENT OF FUNCTIONS LIBRARY, AND PERFORMING/COORDINATING THE PERIODIC REVIEW OF THESE DOCUMENTS:

INITIATING/COORDINATING THE REVIEW OF NATO INTERNATIONAL CIVILIAN JOB DESCRIPTIONS UPON REFILL REQUESTS:

REVIEWING AND VALIDATING CHANGES TO JOB DESCRIPTIONS, ENSURING CONTAINED PRINCIPLE AND ADDITIONAL DUTIES MEET ACTUAL/FUTURE JOB REQUIREMENTS AND ARE APPROPRIATELY REFLECTED:

ENSURING THE PREPARATION OF PE/MANPOWER CHANGE REQUESTS IN ACCORDANCE WITH ESTABLISHED NATO/PEA PROCEDURES:

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SUPPORTING/ASSISTING LOCAL MANPOWER MANAGEMENT/PE RELATED SURVEYS,

COMAER - QUARTIER GENERALE **CENTRO ACCAM**

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28/07/2005 13.41

AREA OP. : PAM

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REVIEWS AND STUDIES:

ASSISTING IN THE PREPARATION/COORDINATION OF PE CHANGE  
REQUESTS/NATO ANNUAL MANPOWER PLAN (NAMP) INPUTS, INCLUDING THE  
REQUIRED FORMAL DOCUMENTATION:

MAINTAINING THE PERSONNEL DIVISIONS PE/MANPOWER DATABASE AND

PERTINENT HISTORICAL FILES:

ASSISTING IN THE DEVELOPMENT AND IMPLEMENTATION OF PLANS,  
PROCEDURES AND TECHNIQUES TO ENSURE EFFICIENT MANPOWER MANAGEMENT  
AT THE MAIN OPERATING BASE (MOB) AND THE FORWARD OPERATION  
BASES/LOCATION (FOB/L):

MAINTAINING AND CONTROLLING THE BRANCHS SUSPENSE FILE:

PREPARING BUDGETARY INPUTS ON MANPOWER ISSUES:

SUPPORTING THE ORGANIZATION OF PEMM MEETINGS AND CONFERENCES TO  
INCLUDE THE PREPARATION/PROVISION OF SUPPORTING DOCUMENTATION,  
SECURITY AND ACCOMMODATION ARRANGEMENTS FOR PERSONNEL FROM OUTSIDE  
AGENCIES.

5. ADDITIONAL DUTIES:

PERFORMS OTHER RELATED DUTIES AS ASSIGNED:

ON REQUEST, MAY BE REQUIRED TO ASSIST IN/SUPPORT THE NATO DEFENCE  
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MANPOWER AUDIT AUTHORITY (NDMAA) OR SHAPE ACO RESOURCES DIVISION  
IN CONDUCTING INTERNAL/EXTERNAL MANPOWER MANAGEMENT,

ORGANIZATIONAL OR FUNCTIONAL SURVEYS, STUDIES OR REVIEWS:

MAY BE REQUIRED TO UNDERTAKE OPERATIONAL DEPLOYMENTS AND/OR TDY

BOTH WITHIN AND OUTSIDE NATOS BOUNDARIES:

FOR OPERATIONAL OR OTHER VALID REASONS, THE INCUMBENT MAY BE  
REQUIRED, AT THE DISCRETION OF THE RESPONSIBLE SUPERVISOR, TO  
CARRY OUT A SIMILAR RANGE OF DUTIES IN ANY ORGANIZATIONAL ELEMENT  
OF THE HEADQUARTERS, AT THE SAME GRADE, WITHOUT NECESSITATING A  
CHANGE TO THE EMPLOYMENT CONTRACT. THIS SITUATION COULD CONTINUE

BT

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Lista di Distribuzione :

PAM\*,

Offic.: RIFTA/PERSOCIV

Prot. 671  
8023/08/05

Prot. n. 0050779  
del 04/08/2005  
aereo

FORTHCOMING VACANCY AT THE NATO UNDERSEA RESEARCH CENTRE

VACANCY NO 17/2005

NATO GRADE: A4 PRINCIPAL ADMINISTRATOR (HEAD, RESOURCES DEPARTMENT)

APPLICATIONS ARE INVITED FROM QUALIFIED CANDIDATES AND REDUNDANT STAFF FOR THE POSITION OF PRINCIPAL ADMINISTRATOR, HEAD, RESOURCES DEPARTMENT, NATO GRADE A4, THAT WILL BECOME AVAILABLE IN THE RESOURCES DEPARTMENT (FORMER PERSONNEL & ADMINISTRATION OFFICE), ON 1 NOVEMBER 2005.

THE NATO UNDERSEA RESEARCH CENTRE (NURC) IS A FOCUS FOR PARTNERING IN MARITIME INNOVATION FOR NATO COMMANDS AND THE NATO NATIONS. THE CENTRE PROMOTES AND IMPLEMENTS NATOS JOINT AND COMBINED MILITARY EXPERIMENTATION, INTEROPERABILITY AND DOCTRINE DEVELOPMENT PROCESS. IT FACILITATES RAPID DEVELOPMENT OF NATO JOINT DOCTRINE AND STANDARDS, WHILE PROMOTING INTEROPERABILITY AND TRANSFORMATION.

THE RESOURCES DEPARTMENT IS RESPONSIBLE TO SUPPORT THE NURC PROGRAMME OF WORK THROUGH THE PROVISION OF SERVICES IN THE AREAS OF MILITARY AND CIVILIAN MANPOWER AND PERSONNEL MANAGEMENT, PURCHASING & CONTRACTING SERVICES, GENERAL SUPPORT SERVICES, FINANCIAL SERVICES, AND PHYSICAL SECURITY.

WITHIN THE RESOURCES DEPARTMENT, THE INCUMBENT ACTS AS DEPARTMENT HEAD AND IS A MEMBER OF THE SENIOR MANAGEMENT TEAM. HE CONTRIBUTES TO THE OVERALL MANAGEMENT OF THE CENTRE.

THE HEAD, RESOURCES DEPARTMENT REPORTS TO NURC, DIRECTOR.

#### 1. PRINCIPAL DUTIES

RESPONSIBLE FOR THE PROVISION OF SERVICES IN DIRECT SUPPORT OF THE PLANNING AND EXECUTION OF THE PROGRAMME OF WORK. PARTICIPATES IN THE SPOW AND SUPPLEMENTARY WORK PROGRAMME (SWP) DEVELOPMENT AND EXECUTION PROCESSES UNDER THE DIRECTION OF THE HEAD OF THE SCIENTIFIC DIVISION. PROVIDES REPORTS, ANALYSIS, AND MANAGEMENT INFORMATION TO ASSIST IN POW MANAGEMENT.

PROVIDE MANAGERIAL AND PROFESSIONAL LEADERSHIP AND PLANS, MONITORS, AND REVIEWS THE WORK OF THE DEPARTMENT. SET DEPARTMENTAL GOALS, OBJECTIVES AND PRIORITIES.

RESPONSIBLE FOR THE DEVELOPMENT AND PROMULGATION OF MILITARY AND CIVILIAN MANPOWER AND PERSONNEL MANAGEMENT POLICY; THE DEVELOPMENT OF OVERALL MANPOWER AND ORGANISATION PLANS AND PROGRAMMES; NEGOTIATING MANPOWER REQUIREMENTS WITH HQ SACT, NATO COMMITTEES AND MEMBER NATIONS. PROVIDES PROFESSIONAL ADVICE AND GUIDANCE TO SENIOR MANAGEMENT ON MANPOWER POLICY MATTERS. OBTAINS AND COORDINATES LEGAL ADVICE ON PERSONNEL AND ADMINISTRATIVE ISSUES.

OVERSEES THE RECRUITMENT OF CIVILIAN STAFF, COORDINATES THE ASSIGNMENT OF SECONDED STAFF, AND INTERACTS WITH THE PE AUTHORITY TO FILL MILITARY POSITIONS. MAINTAINS UP TO DATE KNOWLEDGE THE NATO GROUP INSURANCE SCHEME AND NATO PENSION SCHEMES AND ADVISES THE STAFF ON RELEVANT ISSUES AND PROCEDURES.

INTERACTS WITH THE HOST NATION WITH RESPECT TO REGULATIONS AND ACTIVITIES WHICH EFFECT THE ORGANISATION AND STAFF SUCH AS SOCIAL SECURITY, TAX REGULATIONS, VISAS, FOREIGNER PERMITS OF STAY, LABOUR PERMITS, RESIDENCY ISSUES, AND PRIVILEGES AND IMMUNITIES.

DEVELOPS THE DEPARTMENT INPUT TO THE SPOW, SWP, BUSINESS PLAN, MEDIUM TERM FINANCIAL PLAN, ANNUAL BUDGET ESTIMATES, AND THE NATO SECURITY INVESTMENT

## PROGRAMME.

PROVIDES OVERSIGHT OF THE CIVILIAN PERSONNEL BUDGET AND PAYROLLS ACTIVITIES. ACTS AS THE AUTHORITY WITHIN THE ORGANISATION FOR PERSONNEL FUNDING ISSUES. OVERSEES THE BUDGETS OPERATED BY THE DEPARTMENT IN SUPPORT OF CIVILIAN PERSONNEL, GENERAL SERVICES, AND PHYSICAL SECURITY.

PARTICIPATES IN THE DRAFTING AND STAFFING OF AGREEMENTS (MOU/MOA, JRP, CA, ETC.) WITH RESPECT TO PERSONNEL AND FINANCIAL ISSUES.

DEVELOPS ORGANISATIONAL AND ADMINISTRATIVE POLICY AND OVERSEES THE PUBLICATION OF STAFF INSTRUCTIONS.

## 2. ADDITIONAL DUTIES

REPRESENT THE NURC AT MEETINGS OF THE NATO ADVISORY PANEL ON ADMINISTRATION OF WHICH HE/SHE IS A MEMBER AND, AS APPROPRIATE, OTHER NATO COMMITTEES AND WORKING GROUPS.

SUPERVISES AND CONTROL THE MORALE & WELFARE ACTIVITY.

MAY BE CALLED UPON TO PERFORM OTHER DUTIES ELSEWHERE IN THE ORGANISATION.

## 3. ESSENTIAL QUALIFICATIONS

### A. PROFESSIONAL/EXPERIENCE:

INCLUDES EXPERIENCE IN THE OVERSIGHT, DIRECTION AND CONTROL OF PERSONNEL, FINANCIAL ACTIVITIES, FACILITY MAINTENANCE, ACQUISITION PROGRAMMES, AND PHYSICAL SECURITY. THE INCUMBENT DEVELOPS POLICY,

PROVIDES GUIDANCE, REVIEWS AND EVALUATES PERFORMANCE AND CONDUCTS MEDIUM AND LONG-RANGE PLANNING.

A MINIMUM OF 10 YEARS CUMULATIVE EXPERIENCE IN PERSONNEL AND FINANCIAL MANAGEMENT, AND EXPERIENCE OF AT LEAST ONE OF THE FOLLOWING AREAS: PURCHASING & CONTRACTING, GENERAL SERVICES OR PHYSICAL SECURITY.

### B. EDUCATION/TRAINING:

UNIVERSITY DEGREE IN ONE OF THE FOLLOWING SUBJECTS: PERSONNEL MANAGEMENT, BUSINESS ADMINISTRATION, FINANCE, PUBLIC ADMINISTRATION, LAW, SOCIAL SCIENCE, ECONOMICS OR ANOTHER RELATED FIELD / DISCIPLINE.

### C. SECURITY CLEARANCE:

ANY CONTRACT OFFERED WILL BE SUBJECT TO THE SUCCESSFUL CANDIDATE OBTAINING NATO SECRET CLEARANCE. PRIOR TO APPOINTMENT, THE NATO BODY MUST HAVE RECEIVED A SECURITY CLEARANCE CERTIFICATE FROM THE GOVERNMENT OF THE COUNTRY OF WHICH THE CANDIDATE IS A NATIONAL.

### D. LANGUAGE:

ENGLISH GOOD SLP 3333 (LISTENING, SPEAKING, READING AND WRITING)

NOTE: THE WORK BOTH ORAL AND WRITTEN IN THIS POST AND IN THIS ORGANISATION AS A WHOLE IS CONDUCTED MAINLY IN ENGLISH.

### E. STANDARD AUTOMATIC DATA PROCESSING KNOWLEDGE:

WORD PROCESSING:  
SPREADSHEET:

WORKING KNOWLEDGE  
WORKING KNOWLEDGE

GRAPHICS PRESENTATION:	WORKING KNOWLEDGE
DATABASE:	NONE REQUIRED
EMAIL CLIENTS/WEB BROWSERS:	WORKING KNOWLEDGE
WEB CONTENT MANAGEMENT:	BASIC KNOWLEDGE

#### 4. DESIRABLE QUALIFICATIONS

##### A. PROFESSIONAL/EXPERIENCE:

EXPERIENCE IN PERSONNEL AND FINANCIAL MANAGEMENT, CONTRACTING, ADMINISTRATION, OR PHYSICAL SECURITY IN PROGRESSIVELY RESPONSIBLE POSITIONS AT MANAGERIAL LEVEL.

EXPERIENCE AT MANAGERIAL LEVEL IN INTERNATIONAL ORGANIZATION.

EXPERIENCE WITH A FORMAL QUALITY MANAGEMENT SYSTEM.

KNOWLEDGE OF NATO RULES AND PROCEDURES RELATED TO PERSONNEL AND FINANCIAL MANAGEMENT, AND PHYSICAL SECURITY.

##### B. EDUCATION/TRAINING:

A POST GRADUATE QUALIFICATION IN A MANAGEMENT DISCIPLINE PREFERABLY IN THE FIELD OF HUMAN RESOURCES, PUBLIC ADMINISTRATION, OR FINANCE.

##### NATO COURSES:

P-4-30 NATO RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP) COURSE

P-5-32 NATO STAFF OFFICERS ORIENTATION COURSE

##### C. LANGUAGE:

ENGLISH VERY GOOD. SLP 4444 (LISTENING, SPEAKING, READING AND WRITING)

ITALIAN GOOD. SLP 3333 (LISTENING, SPEAKING, READING AND WRITING).

#### 5. PERSONAL ATTRIBUTES

##### THE INCUMBENT MUST HAVE:

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, AS WELL AS WITH STAFF FROM PRIVATE SCIENTIFIC/INDUSTRIAL ORGANISATIONS.

ABILITY TO COMMUNICATE EFFECTIVELY AND DIPLOMATICALLY, BOTH ORALLY AND IN WRITING, WITH MANAGEMENT AND STAFF AT ALL LEVELS.

DEMONSTRATED LEADERSHIP AND MANAGERIAL QUALITIES AND ABILITY TO GET THINGS DONE THROUGH MOTIVATING PEOPLE AND ENCOURAGING TEAM WORK.

PROFICIENT PROBLEM SOLVING AND DECISION MAKING ATTRIBUTES, AS WELL AS A STRONG SERVICE ORIENTATION.

READINESS TO ACCEPT CHANGE AND TO PLAY A LEADING ROLE IN RADICAL CHANGE INITIATIVES.

#### 6. MANAGERIAL RESPONSIBILITIES



HEADS A MAJOR UNIT WITH SEVERAL SUB-UNITS INVOLVING THE DIRECTION, COORDINATION AND PLANNING OF A NUMBER OF ACTIVITIES WHICH MAY ALSO REQUIRE EXTERNAL COORDINATION.

#### 7. PROFESSIONAL CONTACTS

PROFESSIONAL CONTACTS AT HIGHER LEVEL BOTH WITHIN AND OUTSIDE THE CENTRE OFTEN REQUIRING EXPLANATIONS, DISCUSSIONS, PERSUASION AND APPROVAL OF ACTIONS FOR THE GOOD MANAGEMENT OF PERSONNEL AND GENERAL ADMINISTRATION.

#### 8. CONTRIBUTION TO THE OBJECTIVES

CONSISTENTLY CONTRIBUTES TO NURCS MISSION EFFECTIVENESS AND EFFICIENCY BY PLAYING A LEADING ROLE IN THE MANAGEMENT OF THE NURC RESOURCES.

#### 9. WORK ENVIRONMENT

THIS WORK IS NORMALLY PERFORMED IN A TYPICAL OFFICE ENVIRONMENT. NORMAL WORKING CONDITIONS APPLY. THE RISK OF INJURY IS CATEGORISED AS: NO RISK

#### 10. CONTRACT

THE SUCCESSFUL CANDIDATE WILL BE OFFERED A DEFINITE DURATION CONTRACT NOT EXCEEDING THREE YEARS' DURATION, WHICH, SUBJECT TO SATISFACTORY PERFORMANCE, MIGHT BE FOLLOWED BY AN INDEFINITE DURATION CONTRACT.

SERVING MEMBERS OF THE INTERNATIONAL STAFF/NATO AGENCIES WILL BE OFFERED A CONTRACT IN ACCORDANCE WITH THE NATO CIVILIAN PERSONNEL REGULATIONS.

#### 11. DATE LIMIT:

APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES, INDICATING VACANCY NUMBER AND JOB TITLE, SHOULD BE SUBMITTED USING THE OFFICIAL APPLICATION FORM AVAILABLE AT [WWW.NURC.NATO.INT](http://WWW.NURC.NATO.INT), ACCOMPANIED BY A LETTER OF CANDIDATURE, TO REACH THE PERSONNEL BRANCH, NATO UNDERSEA RESEARCH CENTRE, VIALE SAN BARTOLOMEO 400, 19138 SAN BARTOLOMEO LA SPEZIA, ITALY (FAX NO. +39 0187 527 434 - TEL. +39 0187 527 339) BY TUESDAY 20 SEPTEMBER 2005. APPLICATIONS RECEIVED AFTER THIS DATE MAY BE CONSIDERED PROVIDED THEY ARRIVE IN TIME FOR INCLUSION IN THE SELECTION PROCESS. COPIES OF CERTIFICATES COVERING THE HIGHEST LEVEL OF EDUCATION REQUIRED BY THE JOB DESCRIPTION SHOULD BE INCLUDED WITH THE APPLICATION



European Centre for Medium-Range Weather Forecasts

# VACANCY NOTICE

Date of Issue: 20 June 2005

**FUNCTION:** Head of Administration Department

**GRADE:** A6, according to the scales of the Co-ordinated Organisations.

**REFERENCE NO:** AP05-10

**LOCATION:** ECMWF Headquarters at Shinfield Park, near Reading, Berkshire, United Kingdom

**ENVIRONMENT:** The European Centre for Medium-Range Weather Forecasts (ECMWF) is an international organisation supported by 25 European States.

ECMWF's principal objectives are the development of numerical methods for medium-range and seasonal weather forecasting; the preparation, on a regular basis, of medium-range and long-range weather forecasts for distribution to the meteorological services of the Member States; scientific and technical research directed to the improvement of these forecasts; collection and storage of appropriate meteorological data.

ECMWF's main computing facility includes supercomputers, archiving systems and networks. A detailed description is available at:

[www.ecmwf.int/services/computing/overview](http://www.ecmwf.int/services/computing/overview)

The Head of Administration reports, together with the Head of Research and the Head of Operations to the Director of ECMWF.

The Administration Department employs 25 international staff and is composed of the following Sections:

- Personnel
- Finance and Supplies
- General Services

A Translator and, in the capacity as the Contract Officer, the Financial Controller/Contract Officer also reports to the Head of Administration.

## MAIN DUTIES:

The Head of Administration assists the Director in the overall administrative, personnel and financial management of ECMWF and is inter alia responsible for:

- the formulation of policies related to the employment of staff and consultants and the interpretation and application of the Staff Regulations and Pension Scheme Rules;
- the monitoring of ECMWF's budgetised and funded Pension Schemes;
- the preparation of the annual draft Budget and, after adoption of the Budget by the Council, the monitoring of the budget;
- the formulation of policies related to general administrative and financial matters;
- the supervision of the preparation of various ECMWF contracts;
- the supervision and monitoring of a variety of contracts, i.e. for the insurance of ECMWF's assets, the medical insurance plan, catering, security and the maintenance of office equipment;
- the maintenance of the buildings and premises;
- the presentation of the draft Budget and other documents of administrative, personnel and

ECMWF, Shinfield Park, Reading, Berkshire RG2 9AX, England.

Telephone: UK (0118) 949 9000, International (+44 118) 949 9000, Fax: (0118) 986 9450, Web: [www.ecmwf.int](http://www.ecmwf.int)

AP05-10

financial nature to the Finance Committee and to the Council.

The incumbent of this post is furthermore responsible for liaison with:

- Member States on administrative, financial and budgetary matters;
- United Kingdom authorities on matters arising from the Headquarters Agreement and the Terms of Occupation;
- Co-ordinated Organisations.

**QUALIFICATIONS:**

The successful candidate should have a university degree in Business Administration and, given the scientific and technical character of the Organisation, a good understanding of technical matters. Alternatively, a degree in engineering with a good understanding of administrative, budgetary and financial matters is required. Practical experience of at least 15 years and a proven track record at senior management level in the fields described above is also required. Excellent communication, presentational and interpersonal skills are essential for this post and the selected candidate should be fluent (written & oral) in English, with a good knowledge of at least one of the other working languages (i.e. French or German). Experience in an international environment would be advantageous.

Staff are normally recruited from among the nationals of the Member States or the Co-operating States\*.

**REMUNERATION:**

A6: £6,527.00 to £8,150.70 basic salary per month net of tax. 8.8% will be deducted from the basic salary for the Pension Scheme and 0.2% for Partial Invalidity. A further 1.25% of basic salary and related allowances will be deducted for the Supplementary Health Insurance Scheme.

Where applicable: household allowance of 6% of basic salary; children's allowance of £187.90 per child per month; expatriation allowance of 14% or 18% of basic salary for expatriates; education allowance for children of expatriates will be added.

**STARTING DATE:**

1 May 2006

**LENGTH OF CONTRACT:**

Maximum of 4 years for initial contract, with the possibility of renewal.

**APPLICATIONS:**

Application forms can be downloaded from ECMWF's website. ([www.ecmwf.int/newsevents/employment/en/](http://www.ecmwf.int/newsevents/employment/en/)). Application forms can also be requested from the national meteorological services of the Member States and Co-operating States\*.

**CLOSING DATE:**

Completed applications for this post must reach the Director of the European Centre for Medium-Range Weather Forecasts at the above address not later than 9 September 2005.

\* The ECMWF Member States are: Belgium, Denmark, Germany, Spain, France, Greece, Ireland, Italy, Luxembourg, The Netherlands, Norway, Austria, Portugal, Switzerland, Finland, Sweden, Turkey and the United Kingdom.

The ECMWF Co-operating States are: Czech Republic, Croatia, Iceland, Hungary, Romania, Serbia and Montenegro, and Slovenia.