



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

Viale dell'Università 4 - 00185 Roma

Tel. - fax. 06.49862475

div8@persociv.it

M_D GCIV

D/8

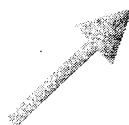
Prot.nr. 0056320

del 08-09-2005

PARTENZA



A INDIRIZZI IN ALLEGATO



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

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 e Segredifesa.

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

(Dirig. 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 C1
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

3/8

CENTRO ELABORAZIONE DATI AERONAUTICA MILITARE ACCAM Pag. 001 Copia. 02

NRO. ARCHIVIAZIONE 23500281A CODA : ARRIVI

AREA OP. : PAM

23/08/2005 13.54

VZCZCTFA355

PP RIFTA

DE RIFD ;4864 2351247

ZNR UUUUU

P 221230B AGO 05

FM STAMADIFESA

TO RIFE/STATESERCITO DIPE ROMA

RIFMR/MARIUGP

RIFTA/PERSAEREO

RIFA/CARABINIERI COMANDO

INFO ZEN/DIFESA GABINETTO

RIFE/SEGREDIFESA

RIFTA/PERSOCIV

ZEN/ITALNAMSO

BT

NON CLASSIFICATO

SIC WAF

SMD 112/7562/2118.E

OGGETTO: POSTO A STATUS INTERNAZIONALE NAMSA N. LE-41 (GRADO B-4)

!JUNIOR TECHNICIAN ! PRESSO L'!AIR DEFENCE PROGRAMME OFFICE!

DELLA NAMSA IN CAPELLEN LUSSEMBURGO.

RIFE. LET. N. ITN/NZ/834/CNM/017 IN DATA 8 AGOSTO 2005

DI ITALNAMSO.

IN RELAZIONE AL BANDO EMESSO CON LA LETTERA CUI SI FA RIFERIMENTO, SI

PAGE 02 RIFD 4864 NON CLASSIFICATO

ESPRIME L'INTERESSE DIFESA PER L'ACQUISIZIONE DELLA POSIZIONE IN

OGGETTO (PRIORITA' MEDIA). LE EVENTUALI IDONEE CANDIDATURE, CORREDATE

DALLE SCHEDE BIOGRAFICHE IN LINGUA ITALIANA E DALLE APPLICATION FORM

IN LINGUA INGLESE ED IN TRIPLICE COPIA, IN RAGIONE DEI SUCCESSIVI

DEMPIMENTI NECESSARI PER LA LORO FORMALIZZAZIONE, DOVRANNO PERVENIRE

IMPROROGABILMENTE PER IL TRAMITE DELLA FORZA ARMATA ALLO STATO

MAGGIORE DIFESA ENTRO IL 7 OTTOBRE 2005. SI COMUNICA, INOLTRE, CHE IL

BANDO SARA' PUBBLICATO SULLA PAGINA WEB DELLA DIFESA

HTTP://WWW.DIFESA.IT!, FILE DI PERCORSO: CAPO DI STATO MAGGIORE

DELLA DIFESA, STATO MAGGIORE DELLA DIFESA, IMPIEGO DEL PERSONALE,

BANDI EMESSI DA ENTI INTERNAZIONALI GIUDICATI DI INTERESSE DIFESA!.

ARMATO D'ORDINE IL CAPO UFFICIO IMPIEGO DEL PERSONALE

DC 1"MAR. TETI TEL. 2/3330

T

4864

Lista di Distribuzione :

AM*,

Effic.: RIFTA/PERSOCIV

M_D GCIV

Prot.nr. 0054381

del 29-08-2005

ARRIVO



Prot. 752
DEC 1/09/05



3/8

MINISTERO DELLA DIFESA

SEGRETERIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI
III REPARTO - POLITICA DEGLI ARMAMENTI
6° Ufficio - OCCAR

M_D	GSGDNA	N. PROT. 0001917	DATA
COD. UOR 300		C.6	

Allegati:

OGGETTO: OCCAR. Richiesta di personale da candidare presso la Divisione di Programma "FSAF" in Parigi. Posizione N. B632 "General Service Assistant 2" (Grado B5).

A: STATO MAGGIORE DELLA DIFESA
I Reparto

ROMA

A:  DIREZIONE GENERALE PER IL PERSONALE
CIVILE

ROMA

e, per conoscenza:

STATO MAGGIORE DELL'ESERCITO
D.I.P.E.

SEDE

STATO MAGGIORE DELLA MARINA
Ufficio Generale del Personale

ROMA

- ~~~~~
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-EA.
 2. Il predetto Organismo ha specificato che il colloquio per la selezione dei candidati avverrà, presumibilmente, nella settimana che ha inizio dal 17 Ottobre 2005.
 3. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 04 Ottobre 2005

diramazione interna:
I REPARTO
IV REPARTO

M_D GCIV

Prot.nr. 0054392
del 29-08-2005
ARRIVO



d'ordine

IL CAPO REPARTO
(Gen. D. Aldo CINELLI)

IL CAPO DEL I REPARTO
Gen. B.A. CINELLI

prot. 750

VACANCY NOTICE

<u>Post:</u>	B632 – General Services Assistant 2
<u>Grade:</u>	B5
<u>Division:</u>	FSAF
<u>Section:</u>	-
<u>Management of staff:</u>	0
<u>Location:</u>	Paris (Issy-les-Moulineaux),FR
<u>Starting date:</u>	01/12/2005
<u>Provisional Interview Date:</u>	Week starting 17th October 2005

Background:

The aim of the Programme is the definition, development, production and in-service support of the Future Surface to Air Family (FSAF) missile system, based upon the following systems:

- Surface-to-Air Anti-Missile system (SAAM),
- Surface-to-Air Medium Range Land system (SAMP/T).

The management of the Programme seeks to optimise the use of as many common elements as possible and also to give consideration to the potential of extending the capabilities of the systems.

Duties:

The General Services Assistant will report to the Programme Manager and to the Central Office Security Section with respect to the management of classified material. He/she will also maintain a close functional link with the Paris Site Management and Central Office Divisions in order to ensure the promulgation of "Site wide" policies and procedures.

In particular, he/she will:

- Provide administrative support for the Programme Division
- manage duty travel forms issued for the Programme Division staff and liaise with internal/external sources responsible for travel arrangements.
- ensure support to the PD staff where required

Points of contact:

- Andrea Caccamo FSAF Programme Division
- Luigi Marsibilio - OCCAR IIRD

tel: +33 141 46 3462

tel: +33 149 228 5502 182

E-Mail: acaccamo@occar-ea.org

E-Mail: lmarsibilio@occar-ea.org

- manage classified documentation held by the PD in accordance with OCCAR-EA security procedures and instructions,
- maintain appropriate filing system, ensure appropriate storage of classified documentation in designated security containers or security areas and operate relevant security devices,
- substitute for General Services Assistant 1 upon his/her absence,
- if necessary, take temporary additional task as required by the Programme Manager.

Experience

- Experience about international co-operation activities.
- Knowledge of international security regulations
- Good knowledge of rules and procedures relevant to personnel management and administration.
- Sound knowledge of current secretarial duties performed in national/international context.
- Sound knowledge of rules covering handling of mail with particular reference to classified mail.
- IT experience including e-mail processing.

Qualification / Skills

- High-Secondary school certificate or equivalent in the activities related to the prescribed tasks.
- Ability to work in a multicultural environment.
- Good interpersonal skills with the ability to interact and communicate at all levels.
- An open and responsive approach to work.
- Good team-working skills.
- Ability to work under pressure in a changing, developing and demanding environment.
- Good knowledge of IT systems and related SW (Windows, Lotus Notes, Microsoft Office).
- Good knowledge of the English language
- Adequate knowledge of other OCCAR official languages is highly desirable (especially Italian or French)

Security Clearance.

National security clearance at Secret level is required for this post.

Vacancy notice B632

August 2005

Points of contact:

- Andrea Caccamo - FS AF Programme Division
- Luigi Marsibilio - OCCAR HRD

tel: +33 141 46 3462

tel: +49 228 5502 182

E-Mail: acaccamo@occar-ea.org

E-Mail: lmarsibilio@occar-ea.org



3/8

MINISTERO DELLA DIFESA

SEGRETERIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI
III REPARTO - POLITICA DEGLI ARMAMENTI
6° Ufficio - OCCAR

M_D	GSGDNA	N. PROT. 0001918	DATA 17 AGO. 2005
COD. UOR 300		C.6	

Allegati: 3

OGGETTO: OCCAR. Richiesta di personale da candidare presso l'Ufficio Centrale dell'OCCAR-EA in Bonn. Posizione N. A015 "Commercial & Legal Officer 2" (Grado A4).

A: STATO MAGGIORE DELLA DIFESA
1° Reparto

ROMA

DIREZIONE GENERALE PER IL
PERSONALE CIVILE

ROMA

e, per conoscenza:

A: STATO MAGGIORE DELL'ESERCITO
D.I.P.E

SEDE

STATO MAGGIORE DELLA MARINA
Ufficio Generale del Personale

ROMA

DIREZIONE PER L'IMPIEGO DEL PERSONALE
MILITARE DELL'AERONAUTICA

ROMA

- ~~~~~
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-EA.
 2. Il predetto Organismo ha specificato che il colloquio per la selezione dei candidati avverrà, presumibilmente, nella settimana che ha inizio dal 17 Ottobre 2005.
 3. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il **28 Settembre 2005**

M_D GCIV

Prot.nr. 0054387
del 29-08-2005
ARRIVO



d'ordine

IL CAPO REPARTO
(Gen. D. Aldo CINELLI)

IL VICE CAPO DEL III REPARTO
Gen. B. A. E. V. F. C. M. ARELLI

Prot. 768



OCCAR – EA

VACANCY NOTICE

Post: A015 - Commercial & Legal Officer 2
Grade: A4
Division: Programme Management Support
Section: Programme Management Policy Section
Management of staff: 0
Location Bonn, GE
Starting date: 1st March 2006
Provisional Interview Date: Week commencing 17th October 2005

Background:

OCCAR-EA has been established with the aim of providing improvements in the effectiveness of collaborative defence equipment programme management.

The Programme Management Support Division (PMSD) is responsible for the

- definition and implementation of programme management policies
- definition and management of the implementation of selected best practice programme management methods and tools throughout OCCAR-EA;
- support of Programme Managers in matters related to programme management and specialist areas
- provision of independent advice to the OCCAR-EA director on programme-related issues
- integration of new programme phases into OCCAR.
- preparation of Programme Decisions and OCCAR support to MoU's for any new activity.
- management of small and medium scale Technical Demonstrator Programmes (TDP)

The Programme Management Policy Section is responsible for:

- The definition of the OCCAR policy in respect of programmes and contracts management.
- The implementation of the contract operations including support to the Programme Divisions for all contractual activities.
- The scrutiny of all new contracts and contract amendments.

Vacancy notice A015

August 2005

Points of contact:

- Otfried Wohleben – Head of Programme Management Support Division Tel: +49 (0)228 5502 161
E-mail: owohleben@occar-ea.org

- Luigi Marsibilio – Human Resources Division Tel: +49 (0)228 5502 182 E-Mail: lmarsibilio@occar-ea.org

- The preparation of programme integration agreements and arrangements; contractual and commercial advice; programme management procedures; and the development and co-ordination of OCCAR activities in relation to programme related disciplines such as Quality Management and Government Quality Assurance.

Duties:

The Commercial & Legal Officer 2 will report to the Programme Management Policy Section Leader and will be responsible for the preparation of contracts policy and the direct assistance to Programme Division, Sites and Heads of Division during contract negotiations.

In particular he / she will:

- Contribute to identify for OCCAR-EA the Contracts Procedures and Tools, needed "internally" by OCCAR-EA to be successful in the pursuit of its business goals and objectives. Specifically the Contract Award Procedure and the Standard Contract Articles.
- Give advice to the Section Leader for the scrutiny of major contracts especially those awarded under English Law.
- Support the Programme Divisions during contract negotiation especially if the contract law is English Law.
- Monitor the contract process followed by Divisions in relation with OCCAR rules.
- Where appropriate, take on the role of Contract Officer for TDPs and/or new Programmes before a Contract Officer is formally appointed.
- Support audit functions for contractual aspects.
- Contribute to identify any "external" means (enabling contract etc) which are needed for "current" business or will be needed for future business.
- Issue regulations, procedures, documents, and other relevant papers, which are directly dealt with by the Section.
- Lead or support in the preparation of the Agreements (Programme Decisions and amendments thereto) between OCCAR-EA and the concerned nations including the facilitation of MoUs regarding the provision of a specific product or service.
- Provide Management of the Operations related to the above-mentioned Agreements (e.g. projects, Technology Demonstrators, Test & Trials facilities, Research), as well as Operations linked to corporate investments.
- Undertake ad hoc tasks as directed by the Hd of PMSD

Experience:

- A good knowledge of contracts management, particularly in the field of defence procurement in the OCCAR Nations.

Vacancy notice A015

August 2005

Points of contact:

- Otfried Wohlleben – Head of Programme Management Support Division Tel: +49 (0)228 5502 161
E-mail: owohlleben@occar-ea.org

- Luigi Marsibilio – Human Resources Division Tel: +49 (0)228 5502 182 E-Mail: lmarsibilio@occar-ea.org

- Previous experience in international programmes contract management is highly desirable.
- Awareness of other defence related structures and organisations.
- Previous experience in international arrangements eg MoU drafting

Qualifications/Skills:

- A university degree or equivalent in the activities directly related to the prescribed tasks or executive ability proven through the results attained performing jobs in this field for other national/international organisations.
- A broad knowledge of administrative and legal aspects related to contracts in an international context.
- Excellent interpersonal skills with the ability to interact and communicate at all levels.
- The ability to work in a changing, developing and demanding environment.
- Good team-working skills.
- Fluency, orally and written, in the English language.
- Adequate knowledge of other official OCCAR languages is highly desirable.
- A good understanding of English Law is highly desirable.

Security Clearance:

National security clearance at Secret level is required for this post.

Points of contact:

- Otfried Wohlleben – Head of Programme Management Support Division Tel: +49 (0)228 5502 161
E-mail: owohlleben@occar-ea.org

- Luigi Marsibilio – Human Resources Division Tel: +49 (0)228 5502 182 E-Mail: lmarsibilio@occar-ea.org



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MINISTERO DELLA DIFESA

SEGRETERIATO GENERALE DELLA DIFESA E DIREZIONE NAZIONALE DEGLI ARMAMENTI
III REPARTO - POLITICA DEGLI ARMAMENTI
6° Ufficio - OCCAR

M_D	GSGDNA	N. PROT. 0054388	DATA 29-08-2005
COD. UOR 300		C.6	

Allegati:

OGGETTO: OCCAR. Richiesta di personale da candidare presso l'Ufficio Centrale dell'OCCAR-EA in Bonn. Posizione N. A046 "Deputy Site Management Bonn" (Grado A3).

A: STATO MAGGIORE DELLA DIFESA
1° Reparto

ROMA

DIREZIONE GENERALE PER IL
PERSONALE CIVILE

ROMA

e, per conoscenza:

A: STATO MAGGIORE DELL'ESERCITO
D.I.P.E

SEDE

STATO MAGGIORE DELLA MARINA
Ufficio Generale del Personale

ROMA

DIREZIONE PER L'IMPIEGO DEL PERSONALE
MILITARE DELL'AERONAUTICA

ROMA

- ~~~~~
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-EA.
 2. Il predetto Organismo ha specificato che il colloquio per la selezione dei candidati avverrà, presumibilmente, nella settimana che ha inizio dal 31 Ottobre 2005.
 3. Le relative segnalazioni di personale idoneo dovranno pervenire allo scrivente entro il 12 Ottobre 2005

M_D GCIV

Prot.nr. 0054388
del 29-08-2005
ARRIVO



d'ordine

IL CAPO REPARTO

(Gen. D. Aldo CINELLI)
IL VICE CAPO DEL III REPARTO
Gen. B. A. ...

Prot. 769



OCCAR - EA

Vacancy Note

Post: A046 – Deputy Site Manager Bonn
Grade: A3
Division: Corporate Support Division
Section: Site Management Bonn
Management of staff 0
Location: Bonn, Germany
Starting date: 1st January 2006
Provisional Interview Date: Week commencing 31st October 2005

Background:

The Corporate Support Division is responsible for the provision of the essential enabling infrastructures and support to enable the execution units, i.e. the Programme Divisions and the Operations Development 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. These three main elements of the Corporate Support Division are carried out by three sections reporting directly to the Head of Corporate Support Division.

Duties:

The Deputy Site Manager will report directly to the Site Manager and is responsible, among other things, for the management of the SERCO support contract needed for the Bonn Site, and its day-to-day operation. He/she will assist the provision, maintenance and supply of local infrastructure and services to the Programme Divisions. He/she will deputise for the Site Manager in his/her absence.

In particular, he/she will:

- Act as Financial Officer for the Bonn site administrative budget and, if required, also for the Paris and Toulouse sites.
- Administer contracts in accordance with OCCAR-EA rules and procedures, when requisitions are received from the Central Office or Programme Divisions.
- Manage the principal Service Provider contract, SERCO, for the effective operation of all Site Services.
- Manage additional local service contracts, where they are not provided by SERCO.
- Liaise with other OCCAR-EA Sites, to establish best practices across all Sites managed by CS Division.

Vacancy notice A046

August 2005

Points of contact:

- Franco Baldi – Head of Corporate Support Division
- Iain Plunkett – Human Resources Division

Tel: +49 (0)228 5502 111 E-mail: fbaldi@occar-ea.org
Tel: +49 (0)228 5502 182 E-mail: iplunkett@occar-ea.org

- Authorize the payment of bills for administrative Site contracts.
- Provide local purchase facilities (purchase according to immediate local requirements that cannot be supplied promptly by existing service contracts).

Experience:

- Good experience in service management and general administration, particularly in the field of defence procurement in the OCCAR Nations.
- Previous experience in an international administration is desirable.

Qualifications/Skills:

- A university level education or equivalent professional experience in the field of administration and accounting, with particular attention to contracting, procurement and logistics directly related to the prescribed tasks and proven through the results attained performing jobs in these fields for other national/international organisations.
- Excellent interpersonal skills with the ability to interact and communicate at all levels.
- The ability to work in a changing, developing and demanding environment.
- Good team-working skills.
- Fluency, orally and written, in the English language.
- Adequate knowledge of other official OCCAR languages is highly desirable.

Security Clearance:

National security clearance at Secret level is required for this post.

Vacancy notice A046

August 2005

Points of contact:

- Franco Baldi – Head of Corporate Support Division	Tel: +49 (0)228 5502 111	E-mail: fbaldi@occar-ea.org
- Iain Plunkett – Human Resources Division	Tel: +49 (0)228 5502 182	E-mail: iplunkett@occar-ea.org

3/8

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CENTRO ELABORAZIONE DATI AERONAUTICA MILITARE ACCAM Pag. 001 Copia. 02

NRO. ARCHIVIAZIONE 24200286A CODA : ARRIVI

AREA OP. : PAM

30/08/2005 13.45

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RR RIFTA

DE RIFD ;6538 2421324

ZNR UUUUU

R 301335Z AGO 05

FM STAMADIFESA

TO RIFE/SEGREDIFESA

RIFE/STATESERCITO

RIFMR/MARISTAT

RIFTA/STATAEREO

RIFA/CARABINIERI COMANDO ROMA

RIFTA/PERSOCIV

ZEN/DIFESA GABINETTO

R 300737Z AUG 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 05022, NAEWCF E-3A COMPONENT

ELAU:PECR/PEC

FOR CIVILIAN PERSONNEL OFFICERS:

AGE 02 RIFD 6538 NATO UNCLAS

GENERAL:

APPLICATIONS ARE INVITED FOR THE POST LISTED BELOW.

APPLICATIONS WILL ONLY BE ACCEPTED FROM NATIONALS OF THE FOLLOWING

COUNTRIES WHICH CONTRIBUTE TO THE BUDGET OF THE E-3A COMPONENT:

.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

TRADE 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

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 CPC 0150

AGE 03 RIFD 6538 NATO UNCLAS

VACANCY NUMBER: 05022

GRADE: B-5

TITLE: PRINCIPAL ASSISTANT (PERSONNEL)

VISION/OFFICE: RECRUITMENT/SERVICES SECTION, CIVILIAN PERSONNEL

BRANCH, PERSONNEL DIVISION, E-3A COMPONENT

HEADQUARTERS

TO BODY:

POSTING DATE: NAEWCF E-3A COMPONENT GEILENKIRCHEN, GERMANY

05 OCT 2005

POINT OF CONTACT: MR. J. SIMON, 02451-632344

COMAER - QUARTIER GENERALE **CENTRO ACCAM**

NRO. ARCHIVIAZIONE 24200286A CODA : ARRIVI

30/08/2005 13.45

AREA OP. : PAM

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MRS. M. CAMACHO 02451-632302

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) AND THE FORWARD OPERATING BASES/LOCATION (FOBS/FOL). THE CIVILIAN PAGE 04 RIFD 6538 NATO UNCLAS

PERSONNEL BRANCH SERVES AS PRINCIPLE ADVISOR TO THE E-3A COMPONENT COMMANDER AND HIS STAFF ON CIVILIAN PERSONNEL MATTERS. IS RESPONSIBLE FOR THE ENTIRE MANAGEMENT AND ADMINISTRATION OF E-3A COMPONENT NATO INTERNATIONAL CIVILIAN (NIC) AND LOCAL WAGE RATE (LWR) PERSONNEL, MONITORS NON-APPROPRIATED FUND (NAF) PERSONNEL EMPLOYMENT AND PAYMENT OF EMOLUMENTS. IS RESPONSIBLE FOR THE PREPARATION, JUSTIFICATION AND EXECUTION OF THE CIVILIAN PERSONNEL PORTION OF THE E-3A COMPONENTS O AND S BUDGET. ACTS AS DISCIPLINARY SUPERIOR TO ALL CIVILIAN PERSONNEL. MAINTAINS, ON BEHALF OF THE E-3A COMPONENT COMMANDER, DIRECT CONTACT WITH THE NATO CIVILIAN STAFF ASSOCIATION (CSA) AND LWR WORKS COUNCIL (BETRIEBSVERTRETUNG). THE RECRUITMENT/SERVICES SECTION PERFORMS ALL NECESSARY ACTIONS FOR THE RECRUITMENT OF NIC AND LWR PERSONNEL FOR THE E-3A COMPONENT. ORGANISES AND CHAIRS SELECTION BOARDS AND PREPARES OFFERS OF CONTRACTS. INITIATES/RE-VALIDATES SECURITY CLEARANCES FOR NIC AND LWR PERSONNEL AND ANY FOLLOW-UP ACTIONS. PROVIDES CIVILIAN PERSONNEL ASSISTANCE ON PE/MANPOWER ISSUES AND EXPERTISE CONCERNING CIVILIAN JOB DESCRIPTIONS. ADMINISTERS THE CIVILIAN PERSONNEL PORTION OF THE CRISIS/EMERGENCY ESTABLISHMENT (C/EE). ASSISTS IN THE MANAGEMENT OF THE E-3A COMPONENTS

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SUGGESTIONS AWARD PROGRAMME (SAP). THE PRINCIPAL ASSISTANT IS RESPONSIBLE FOR THE EFFICIENCY OF ADMINISTRATIVE PROCESSES ASSOCIATED WITH ALL FUNCTIONS ASSIGNED TO THE SECTION. THE INCUMBENT HAS PRIMARY RESPONSIBILITY FOR THE LWR AND TEMPORARY PERSONNEL RECRUITMENT ACTIVITIES AND THE PERTINENT SECURITY PROGRAMME.

REPORTS TO:
THE CHIEF, RECRUITMENT AND SERVICES SECTION OR DESIGNATED SUPERVISOR.

PRINCIPAL DUTIES:
SCHEDULING APPOINTMENTS AND INFORMING INTERESTED INDIVIDUALS ON EMPLOYMENT OPPORTUNITIES WITH THE E-3A COMPONENT: THOROUGHLY BRIEFING POTENTIAL APPLICANTS ON THE PROCEDURAL ASPECTS/ADMINISTRATIVE PROCESSES REGARDING THE APPLICATION FOR EMPLOYMENT AND THE SELECTION PROCEEDINGS:
ENSURING THE AVAILABILITY OF AN AUTHORIZATION FOR RECRUITMENT PRIOR TO ADVERTISEMENT AND THE ACCURACY OF INFORMATION CONTAINED IN INTENDED PE POST/TEMPORARY EMPLOYMENT ADVERTISEMENTS:
ADVERTISING VACANT PE POSTS/TEMPORARY EMPLOYMENT OFFERS:
MONITORING/SCREENING THE SUBSEQUENT JOB APPLICATIONS AND

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INITIATING PERTINENT ROUTINE CORRESPONDENCE:

COMAER - QUARTIER GENERALE **CENTRO ACCAM**

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CENTRO ELABORAZIONE DATI AERONAUTICA MILITARE ACCAM Pag. 003 Copia. 02

NRO. ARCHIVIAZIONE 24200286A CODA : ARRIVI

30/08/2005 13.45

AREA OP. : PAM

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ORGANIZING CIVILIAN PERSONNEL SELECTION BOARDS (CPSB) FOR LWR
POSTS, ENSURING CSPB MEMBERS FAMILIARITY WITH THE SELECTION
PROCEDURES, LEADING THE SELECTION PROCESS AND CHAIRING THE LWR CSPB:
COORDINATING AND/OR SUPERVISING THE TESTING OF INVITED CANDIDATES:
ENSURING THAT SELECTED CANDIDATES ARE MEDICALLY EXAMINED AND
DECLARED FIT PRIOR TO APPOINTMENT:

ENSURING THE ACCURACY OF INFORMATION CONTAINED IN OFFERS OF
EMPLOYMENT WITH THE RELEVANT PERSONNEL DIVISION ELEMENTS:
INITIATING AND ENSURING THE AVAILABILITY OF A SECURITY CLEARANCE
BEFORE APPOINTMENT:

COORDINATING ALL ADMINISTRATIVE ASPECTS OF THE CIVILIAN SECURITY
CLEARANCE INITIATION AND RE-VALIDATION PROGRAMME: REVIEWING AND
SIGNING GENERAL AND SECURITY RELATED OUTGOING CORRESPONDENCE:
IDENTIFYING, ASSESSING AND EVALUATING POSITIVE/NEGATIVE TRENDS
CONCERNING RECRUITMENT ACTIVITIES:

ESTABLISHING, MAINTAINING/CONTROLLING AND PROVIDING STATISTICS ON
SECTION ACTIVITIES.

5. ADDITIONAL DUTIES:

PERFORMS OTHER RELATED DUTIES AS ASSIGNED:

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IS REQUIRED, AT THE DISCRETION OF THE EMPLOYER, TO UNDERTAKE
FREQUENT SHORT-TERM AND/OR LONG-TERM 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
FOR AN UNSPECIFIED PERIOD DURING WHICH THE AFOREMENTIONED
OPERATIONAL OR VALID REASONS PREVAIL. NB: FOR THIS PURPOSE, THE
BT

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Lista di Distribuzione :

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08/08/05