



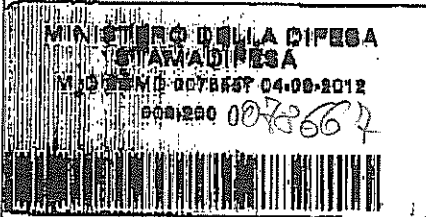
STATO MAGGIORE DELLA DIFESA

I Reparto Personale - Ufficio Impiego del Personale

Palazzo Esercito
Via XX Settembre 123
00187 ROMA

Milano: Col. AAmn Antonino MONACO
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Modulo per la Trasmissione di Fax



Totale pagine inviate:

- 9 (compresa la presente),
tranne a ITALSTAFF e
RICA;
- solo la presente a
ITALSTAFF e RICA

Rife: a.: f. prot. n. 1485 in data 24 agosto 2012 della RICA.
b.: f. prot. n. 191/NATO/428 in data 3 settembre 2012 di SMD-
III Rep. (solo a SMD - I Rep.).
Seguito: a.: f. prot. n. M.D. SMD 0072542 in data 30 agosto
2012 (solo a SMD-II Rep.).

A	DIPE	3.8050
	MARIUGP-SUA	4.3535
	PERSAEREO	600.4594
	CARABINIERI COMANDO	06.80982487
e, per conoscenza a:		
	DIFESA GABINETTO	06.4747775
	SEGREDIFESA I Reparto	3.6593 - 3.3825
	STATO MAGGIORE DELLA DIFESA III Reparto - Politica Militare e Pianificazione	2.3399
	RAPPRESENTANZA MILITARE ITALIANA presso i Comitati Militari della NATO e dell'Unione Europea	904.5933
	RAPPRESENTANZA PERMANENTE D'ITALIA presso il Consiglio Atlantico	904.6269
Oggetto: Bando di concorso per il posto "a status internazionale" di "Secretary of the Council" presso l'Ufficio del Segretario Generale della NATO (Staff Vacancy n. A29(2012)). (Scadenza: 24 settembre 2012).		

1. La Rappresentanza Permanente d'Italia presso il Consiglio Atlantico ha fatto pervenire il bando di concorso per la posizione in titolo (allegato in copia) da avvicendare in tempi brevi, specificando che le relative candidature dovranno pervenire all'*International Staff* della NATO entro il 24 settembre 2012.
2. La sede di servizio è ubicata a Bruxelles (Belgio) e la durata del mandato è di massima triennale (rinnovabile per un ulteriore triennio). Il titolare della carica stipulerà un contratto con la NATO e sarà amministrato ai sensi della Legge n. 1114/62, con oneri a carico dell'Organismo Internazionale.
3. Il titolare della posizione sarà il referente del Consiglio in sessione permanente a BRUXELLES, dirigerà la NATO Summit and Ministerial Task Force (di cui è formalmente il Direttore) e svolgerà le funzioni di Capo del Protocollo.
4. Gli Organi di Impiego in indirizzo sono invitati a porre in atto le opportune azioni per l'individuazione di idonee candidature in possesso dei seguenti requisiti (*job description* allegata):
 - livello A.6 (Gen. C.A. - Gen. D. - Gen. B. o gradi equivalenti);
 - ottima conoscenza di una delle due lingue NATO (Inglese e francese) e buona dell'altra.
5. In relazione ai limiti di età, si applicano le *Civilian Personnel Regulations* della NATO secondo le quali i candidati devono avere meno di 60 anni al momento dell'assunzione dell'incarico. In via eccezionale sarà possibile l'assegnazione della posizione anche a personale di oltre 60 anni, purché l'interessato non superi i 65 anni alla data di scadenza del contratto (triennale).
6. Le eventuali candidature, da inoltrare esclusivamente tramite gli Organi di Impiego in indirizzo per competenza, dovranno pervenire a questo Stato Maggiore entro il 14 settembre 2012 ed essere corredate della scheda biografica e della documentazione concorsuale in triplice copia in lingua inglese (documentazione anche in formato elettronico, disponibile sul sito <http://www.nato.int/structur/recruit/working-for-nato.html>). Si richiama l'attenzione alla osservanza delle disposizioni di dettaglio riportate in coda alle *notification of vacancy* alla voce *HOW TO APPLY*.
7. Si rimane in attesa di comunicazioni al riguardo. **SEGNALAZIONE ANCHE SE NEGATIVA.**

PROT. N. 73557

04.09.2012

IL CAPO REPARTO
Gen. D.A. Franco MARSIGLIA

(1-8)

1465



Ministero degli Affari Esteri

BRUXELLES RAP NATO

Protocollo Arrivo MAR02124942012-08-24

Classifica NON CLASSIFICATO

Urgenza ORDINARIO

Protocollo 1465 Data 24 AGOSTO 2012
 Assegnazioni DGRI - UFFICIO V
 Visione DGAP - UFFICIO IV / MIN DIFESA - UCD / SEGR - LUNITA' DI COORDINAMENTO
 Diffusione LIMITATA Modalita' INFORMATIVO TUM H/106
 Oggetto BANDO PER LA POSIZIONE N. A 29 (2012) 'SECRETARY OF THE COUNCIL' PRESSO L'OFFICE OF THE SECRETARY GENERAL' (GRADO A6)

Riferimento

Redazione AVERSANO

Firma INCARNATO Funzione INCAR. D'AFFARI A.I.

Allegato 1 05600496.ppt

Allegato 2

Allegato 3

Trattato In CHIARO Spedito il 24/08/2012 - 12:27:03

Sintesi

Testo

PRECISAZIONE INDIRIZZI
 - SMD I REP GIA' PROVEDUTO (VISIONE)

1. Si trasmette in allegato, per opportuna informazione e seguiti di competenza, la Staff Vacancy n. A 29 (2012), con cui viene pubblicato il bando relativo al posto di Grado A6 "Secretary of the Council" presso l'Ufficio del Segretario Generale della NATO.

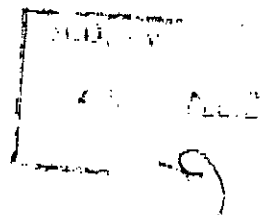
2. Quale Segretario del Consiglio, il candidato prescelto sara' il referente del Consiglio in sessione permanente a Bruxelles, dirigera' la NATO Summit and Ministerial Task Force - di cui e' formalmente il Direttore - e svolgera' le funzioni di Capo del Protocollo. Sara' chiamato ad organizzare e dare supporto alle attivita' del Consiglio del Segretariato e degli altri organi collegati al Consiglio Nord Atlantico (Nuclear Planning Group, NATO-Russia Council, NATO-Ukraine Commission, NATO-Georgia Council, Euro-Atlantic Partnership Council), cosi' come a predisporre gli incontri ed i vertici NATO-EU. Assistera' il Segretario Generale nel suo ruolo di Chairman di detti organi.

3. Oltre al diploma di laurea ed alla conoscenza delle due lingue ufficiali dell'Organizzazione ai livelli indicati, ai candidati e' richiesta un'approfondita conoscenza delle strutture, operazioni e procedure del Consiglio e degli altri organi dell'Alleanza e un'adeguata conoscenza di scopi, obiettivi e priorita' in ambito NATO, EAPC, NRC, NUC, NGC, EU. E' altresì richiesta un'esperienza almeno decennale in posizioni manageriali con rilevanza pubblica in organizzazioni nazionali o internazionali ed un'adeguata esperienza nell'organizzazione di eventi su larga scala in ambito internazionale.

4. Si attira altresì l'attenzione sulla breve dissertazione riguardo i "key challenges" delineati nel bando che i candidati dovranno allegare alla presentazione della domanda e che rappresenta uno degli elementi essenziali per la valutazione delle candidature.

Il termine ultimo per la presentazione delle candidature e' Lunedì 24 settembre

http://localhost:1235/cgi-bin/tlg/mac_visualizza_file?nomefile=dummy.xml&nomefile_90



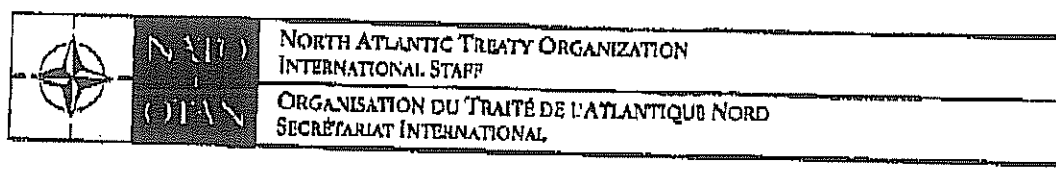
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2012.

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5. Si segnala il particolare interesse della posizione e si sottopone l'opportunità di individuare idonee candidature italiane.

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Brussels, 13th August 2012

A 29(2012)

**NOTIFICATION OF AN "A" GRADE VACANCY
NATO INTERNATIONAL STAFF**

OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

STAFF VACANCY N° A 29(2012)

LOCATION: NATO Headquarters, Brussels, Belgium

DIVISION: OFFICE OF THE SECRETARY GENERAL
Council Secretariat
Office of the Secretary of the Council

TITLE: Secretary of the Council

GRADE: A.6

Handwritten notes:
 H. Kersnik
 leaflet 22 for
 volume 1
 2/10/12

1. SUMMARY

The Secretary of the Council is responsible to the Secretary General for the efficient management of the Council Secretariat (CONSEC) and for directing the tasks in relation to the activities of the North Atlantic Council (NAC) and other Council-related bodies (the Nuclear Planning Group (NPG), the NATO-Russia Council (NRC), the NATO-Ukraine Commission (NUC), the NATO-Georgia Council (NGC); the Euro-Atlantic Partnership Council (EAPC), as well as NATO-EU meetings) at Ambassadorial, Ministerial, and Summit levels, at NATO HQ and abroad.

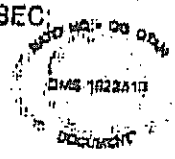
In this context, he/she assists the Secretary General in his role as Chairman of these bodies, in the preparation and conduct of the meetings, ensures the accurate recording of their proceedings, and follows up the implementation of their discussion.

The incumbent is also the Director of the NATO Summit and Ministerial Task Forces.

The responsibilities of the Secretary of the Council fall into three main areas: support for the Council in Permanent Session in Brussels, directing the Ministerial and Summit Task Force, and in his/her role as Head of Protocol.

Key challenges facing the successful candidate for the Secretary of the Council during the next 2-3 years will include:

1. Enhancing the efficiency of all Council-related support activities;
2. Establishing a framework for preparation of Ministerials and Summits abroad that is based on a task force concept, rather than on a fixed team within CONSEC;



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- 3. Providing guidance on Protocol issues, as well as ensuring the execution of impeccable Protocol support for the Secretary General and the Deputy Secretary General.

In addition to the application form, candidates are expected to submit a Word or pdf document, maximum of two A4 pages, summarizing their views on the key challenges (and possible other) challenges, and how they would address them if selected for the position. This essay will be evaluated as part of the shortlisting assessment (see full instructions on how to apply at the end of this vacancy notice).

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- hold a university degree or diploma from an establishment of recognised standing or equivalent;
- have a thorough knowledge of the structures and operations of the North Atlantic Council and other Ambassadorial level bodies, the consultation and decision-making procedures in NATO HQ;
- be familiar with current Alliance issues and priorities and must have several years' experience of large scale event organisation gained in an international environment;
- have at least 10 years of executive level management experience (national or international) in the public domain;
- be familiar with the purpose, objectives, and priorities of NATO, the EAPC, the NRC, the NUC, the NGC, and the EU, as well as the key issues involved;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; III ("Intermediate") in the other.

DESIRABLE

The following would be considered an advantage:

- several years experience in duties directly related to the activities described above;
- insight into the subjects relevant to Council decisions;
- thorough understanding of the procedures for dealing with important documents having highly significant security implications.

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3. MAIN ACCOUNTABILITIES

Expertise Development

Develop and revise Alliance-wide arrangements and procedures for day-to-day Incident and crisis management in a modern and fast moving electronic environment, develop and co-ordinate physical facilities and arrangements for Council business; act as focal point for all issues related to Council requirements.

Knowledge Management

Assume the functions of Chairman of the Council Co-ordinating Group (CCG). Prepare relevant decision sheets and summary records and follow-up of decisions; provide guidance to subordinate Committees.

Stakeholder Management

Brief senior national and NATO officials on Council activities, the organisation and functioning of NATO and the NATO Headquarters, the role of the Council Secretariat, the NATO crisis management organisation, and the functioning of the NATO Situation Centre.

Planning and Execution

Supervise the co-ordination, planning and conduct of crisis management exercises in which the Council and its subordinate committees are involved. Working closely with the Assistant Secretary General for Executive Management, contribute to the preparation of plans for the development of information systems for the NATO Headquarters, taking account of the priorities of tasks for NATO Headquarters, as defined by the Council/DPC and the Secretary General.

Information Management

Oversee the distribution of relevant documents, decision sheets and summary records to relevant Committees. Serve as Secretary to the Headquarters Management Board.

Organisational Efficiency

Ensure continuous improvement in efficiency of disseminating pertinent data and quality of processes.

People Management

Co-ordinate the work of all Council support personnel, supervise all activities connected with Council requirements vis-à-vis the NATO Situation Centre; manage the Summit and Ministerial task force.

Perform any other related duty as assigned.

4. INTERRELATIONSHIPS

The Secretary of the Council reports to the Secretary General through the Director of the Private Office. He/she interacts with high level national representatives both in Capitals and at NATO Headquarters, including Ministers, Ambassadors, and Permanent

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Representatives, and works closely with Assistant Secretaries General, senior civilian officials in Delegations, the IS, and military officers of the NATO Military Authorities.

Direct reports: 3

Indirect reports: 10

5. COMPETENCIES

The incumbent must demonstrate:

- Achievement;
- Customer Service Orientation;
- Empathy;
- Flexibility;
- Organisational Awareness;
- Self-Control;
- Teamwork.

6. CONTRACT

**Contract to be offered to the successful applicant (if non-seconded);
Definite duration contract of three years; possibility of renewal for up to three years.**

Contract clause applicable:

This is a senior post of specialised political nature in which turnover is required for political reasons. The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further 3-year period. The maximum period of service in this post is six years.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject also to the agreement of the national authority concerned.

Information on NATO's contract policy can be found under "Contract Policy" in the Recruitment Section of the NATO HQ Internet website www.nato.int/structur/recruit/working-for-nato.html.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations

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HOW TO APPLY

- Applications, indicating the staff vacancy number and job title, must be submitted using the NATO application form, which is available on the external Internet Recruitment web site (www.nato.int/structur/recruit/how-to-apply.htm)
- Closing date for applications: Monday, 24th September 2012.
- When returning the application form via e-mail (strongly recommended), a maximum of two attachments in A4 format using WORD may be included. In addition to the application form, candidates are expected to attach a document, of maximum two A4 pages, summarizing their views about the key challenges for the post (and possibly other challenges), and how they would address them if selected for the position (see para. 1 of the vacancy notice)
- **NOTE:** It is imperative that the subject line of your e-mail indicates the Staff Vacancy reference number and the Division concerned only (i.e. A 28(2012) OSG). Your application will not be taken into consideration if this information is omitted from the subject line of your e-mail. In addition, please do not send your e-mail using the Microsoft Outlook sensitivity level "Private", as your e-mail will not reach us, and your application will, therefore, be lost.
- Please note that only applicants who succeed in the initial screening will receive a response. In order to follow the status of a vacancy please refer to the web page "update on previous vacancies" on the NATO employment web site (www.nato.int/structur/recruit/status_previous_vacancies.pdf).
- Please note that the vacancy notice will disappear from the NATO web site upon the closing date for receipt of applications. You are therefore advised to download a copy of the vacancy notice prior to the closing date, as you will not be able to obtain a copy after this date.
- Due to the broad interest in NATO and the large number of potential candidates, telephone, e-mail or telefax enquiries cannot be dealt with.
- Please note that we accept applications electronically without a photograph and without a signature at this stage in the process.
- Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.
- Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

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- Please note that we can only accept applications from nationals of NATO member countries.

NATO is an equal opportunities employer, and does not discriminate on the grounds of gender, race or ethnic origin, religion, nationality, disability, age⁽¹⁾ or sexual orientation.

NB: Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.

OSG0040-075

¹ Restrictions to age may apply for first appointment only, according to the NATO Civilian Personnel Regulations. This is a prerogative as approved by the NATO Council.