

P 191417B SET 12  
FM STAMADIFESA PRIMO  
TO DIPE-SOTTUFFICIALI  
MARIUGP  
PERSAEREO  
CARABINIERI COMANDO  
INFO SEGREDIFESA - PRIMO  
ITALNAMSO  
STAMADIFESA UGAG

BT

NON CLASSIFICATO

SIC WAA/QAA

SMD 112/0077392/P.12.14/2510

OGGETTO: BANDO DI CONCORSO PER POSIZIONE A "STATUS INTERNAZIONALE"

PRESSO LA NATO SUPPORT AGENCY (NSPA) IN CAPELLEN (LUSSEMBURGO).

RIFE. LET. PROT. N. ITLO/00473/P7-4 01 IN DATA 27 AGOSTO 2012 DI ITALNSPA.

1. L'UFFICIO DI COLLEGAMENTO ITALIANO PRESSO NSPA CON LA LETTERA A CUI SI FA RIFERIMENTO, HA INOLTRO IL BANDO DI CONCORSO PER LA POSIZIONE N. LA-59 "TECHNICIAN" - DI GRADO B-5 (MARESCIALLO/MARESCIALLO ORDINARIO E GRADI EQUIVALENTI). AL RIGUARDO, SI COMUNICA CHE LA DATA PER L'INTERVISTA DI SELEZIONE NON E' STATA ANCORA STABILITA.
2. LE EVENTUALI CANDIDATURE, CORREDATE DALLA SCHEDA BIOGRAFICA IN LINGUA ITALIANA, DALLA "APPLICATION FORMS" E, DAL "POST REQUIREMENTS FORM" (FORMATO WORD DISPONIBILE DAL SITO INTERNET DELL'AGENZIA - WWW.NSPA.NATO.INT) IN LINGUA INGLESE, IN DUPLICE COPIA (ORIGINALI E CON FIRMA AUTOGRAFA) E SU SUPPORTO INFORMATICO (FORMATO PDF CON MEDESIMA FIRMA AUTOGRAFA), IN RAGIONE DEI SUCCESSIVI ADEMPIMENTI PER LA LORO FORMALIZZAZIONE, DOVRANNO PERVENIRE ALLO STATO MAGGIORE DELLA DIFESA ENTRO IL 29 OTTOBRE 2012, PER ESCLUSIVO TRAMITE DEGLI ORGANI DI IMPIEGO DI FORZA ARMATA.
3. SI RIMANE IN ATTESA DI RICEVERE UN RISCONTRO ANCHE SE NEGATIVO.
4. IL BANDO SARA' PUBBLICATO SULLA PAGINA WEB DELLA DIFESA "WWW.DIFESA.IT", PERCORSO: STATO MAGGIORE DELLA DIFESA/STAFF DELLO STATO MAGGIORE DELLA DIFESA/ REPARTI/ I REPARTO/ IMPIEGO DEL PERSONALE/ BANDI EMESSI DA ENTI INTERNAZIONALI/BANDI PER POSTI A STATUS INTERNAZIONALE IN ATTO.

FIRMATO IL CAPO REPARTO

P.D.C. 1° MAR. LGT (EI) GUIDO 2.3753

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**NATO SUPPORT AGENCY  
AGENCE OTAN DE SOUTIEN**



**ORIGINAL** : English **CLEARANCE** : NATO SECRET  
**DATE VALIDATED** : 7 August 2012 **VALIDATED BY** : C. J. Rose

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**ORGANIZATION** : AVIATION SUPPORT PROGRAMME OFFICE, Fixed Wing Aircraft Support Section  
**POSITION No.** : LA-20,59  
**TITLE** : Technician  
**GRADE** : B-5 **JOB CODE** : A31 **DUTY LOCATION** : Capellen, LUX

### **SUMMARY**

The incumbent is responsible to the Chief of Section for executing tasks related to supply and maintenance contract administration of contracts covering Depot Level Maintenance (DLM) and other support for the Fixed Wing Aircraft (FWA) Weapon System Partnership (WSP). More precisely, he/she is responsible for executing the following tasks:

### **RESPONSIBILITIES**

#### **General Responsibilities**

- Assisting in preparing Statements of Work (SOWs) and Purchase Requests (PRs) for procurement of materiel and services with guidance as required.
- Assisting in analyzing the resulting Requests for Proposal (RFPs) and providing advice with regard to the technical aspect and Level of Effort (LOE).
- Preparing Service Orders (SOs) for any relevant contracts and administering maintenance and technical services contracts, including verifying contractors' technical compliance with contractual requirements.
- Controlling maintenance contract execution and ensuring the contractors' adherence to contract conditions, schedules and agreements.
- Establishing and maintaining Quality Assurance (QA) procedures for the procurement of spare parts and modification kits.
- Assisting in evaluating the contractors' performance including QA and recommending appropriate actions.
- Assisting in technical evaluation of quotations and proposals, and overall performance of contractors.
- Preparing the required Technical Documentation Packages (TDP) for RFPs for supply and maintenance contracts.
- Preparing correspondence, presentations, reports, database queries and statistics as required using modern office automation equipment and software.
- Executing other related tasks as required in peacetime and any other appropriate tasks assigned in times of crisis or war.
- In the event of crisis or war the incumbent will, subject to the agreement of his/her national authorities, remain in the service of the Agency.

### ***Specific Responsibilities***

- Ensuring completion of all Logistic Support Group (LSG) generated action items, executing all necessary follow-up actions.
- Assisting in researching, contracting and implementing Engineering Change Proposals (ECPs).
- Processing technical and engineering issues [design deficiency reports, Technical Order (TO) deviations, Part Substitution Requests (PSRs), etc.].
- Preparing, coordinating and editing information bulletins.
- Assisting in researching technical documentation to obtain data needed for engineering investigations.
- Receiving and administering technical documentation.

### ***ESSENTIAL QUALIFICATIONS***

#### ***General Qualifications***

- Full higher technical school or equivalent education.
- Not less than three years experience in airframe/engine maintenance support of FWA and associated equipment/test equipment and the management of associated technical documentation.
- Experience in maintenance contract administration.
- Good knowledge of relevant QA standards and policies.
- Proficiency in technical and administrative writing.
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.
- Good knowledge of one of the two official NATO languages and working knowledge of the other.

#### ***Specific Qualifications***

- Good knowledge of ECP processes and procedures.

### ***DESIRABLE QUALIFICATIONS***

- Good knowledge of the second official NATO language would be an asset.

### ***PERSONAL CHARACTERISTICS***

- All NSPA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

### ***ADDITIONAL INFORMATION***

- N/A



### POST REQUIREMENTS FORM

This form, duly completed, should be sent by e-mail to:

**[recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)**

1. Name	
2. Position Number	<b>LA-59</b>
3. Position Title	<b>TECHNICIAN</b>
4. Grade	<b>B-5</b>
3. Publication Reference	<b>54/2012</b>
6. Deadline	<b>15/11/2012</b>
7. Interview Date	<b>TO BE FIXED</b>

*DEAR APPLICANT,*

This form has been specifically designed to aid the NSPA Human Resources Division in assessing whether or not you meet the general and specific qualifications requirements of the aforementioned post as advertised. If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy. The form consists of several parts. You are required to make entries in **all** blocks.

In completing each block, you must provide factual information stating how you meet the respective qualifications quoted.

**IMPORTANT:** If you do not fulfill **MOST** of the qualifications, we strongly advise you not to proceed with your application.

For more information about this post, you are kindly advised to refer to the official advertisement available at our website (<http://www.nspa.nato.int>, "Employment", "NSPA Vacancies"). The form is to be completed electronically and forwarded to the NSPA Human Resources Division ([recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)). It will be attached to your candidature and to your updated CV (not mandatory).

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY**

Expressions such as: "please see attachment", "annex", "enclosed document", "CV", or short answers as "yes", "no" etc., are not accepted. Applications which do not fulfill the above mentioned prerequisites will not be processed.

**PART 1 - GENERAL QUALIFICATIONS**

- 1) Full higher technical school or equivalent education :
- 2) Not less than three years experience in airframe/engine maintenance support of FWA and associated equipment/test equipment and the management of associated technical documentation :
- 3) Experience in maintenance contract administration :
- 4) Good knowledge of relevant Quality Assurance (QA) standards and policies :
- 5) Proficiency in technical and administrative writing :
- 6) Knowledge of information systems at end-user level with experience in using personal computers and software packages :
- 7) Good knowledge of one of the two official NATO languages and working knowledge of the other :

**PART 2 - SPECIFIC QUALIFICATION**

- 1) Good knowledge of Engineering Change Proposals (ECP) processes and procedures.

**PART 3 - DESIRABLE QUALIFICATION**

- 1) Good knowledge of the second official NATO language would be an asset :

**PART 4 - COMMENTS**

- 1) This position will be required for a limited time and the incumbent of this post will be offered a definite duration contract not to exceed 3 years.

*"I understand that the information provided by me above will be used in determining my qualifications for possible employment/career with NSPA. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."*

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_