

P 061523B GIU. 11  
FM STAMADIFESA  
TO STATESERCITO UFFICIALI  
MARIUGP  
PERSAEREO  
CARABINIERI COMANDO  
INFO SEGREDIFESA - PRIMO ROMA  
MARISTAT  
ITALNAMSO

BT  
NON CLASSIFICATO  
SIC WAA/QAA  
SMD 112/50929/P.12.14/2510

OGGETTO: BANDO DI CONCORSO A "STATUS INTERNAZIONALE" PRESSO LA NATO MAINTENANCE AND SUPPLY AGENCY (NAMSA) IN CAPELLEN (LUSSEMBURGO).

RIFE F. N. ITN/NT/265/P.01.06 DATATA 30 MAGGIO 2011 DI ITALNAMSO.

1. ITALNAMSO, CON IL FOGLIO A CUI SI FA RIFERIMENTO, HA INOLTRATO IL BANDO DI CONCORSO PER LA POSIZIONE N. LO-146 "SENIOR TECHNICAL OFFICER (FUEL)" - DI GRADO A-3 (MAGGIORE), PRESSO L'ENTE IN TITOLO.
2. LE EVENTUALI CANDIDATURE, CORREDATE DALLA SCHEDA BIOGRAFICA IN LINGUA ITALIANA DALLA "APPLICATION FORMS" E DAL "POST REQUIREMENTS FORM" (FORMATO WORD SCARICABILE DAL SITO INTERNET DELL'AGENZIA - WWW.NAMSA.NATO.INT/VACANCIES) 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 25 LUGLIO 2011, PER ESCLUSIVO TRAMITE DEGLI ORGANI DI IMPIEGO DI FORZA ARMATA.
3. 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 D'ORDINE IL CAPO UFFICIO IMPIEGO DEL PERSONALE  
P.D.C. 1° MAR. LGT (EI) GUIDO 2.3753

BT

LDI:

- UFFICIO GENERALE DEL CAPO DI SMD; - UFFICIO DEL SOTTOCAPO DI SMD;
- II REPARTO; - III REPARTO; - IV REPARTO; - V REPARTO; - VI REPARTO;
- UGPPB; - UGAG; - UGESAN; - UFF. AMMINISTRAZIONE; - UPU.

ORIGINAL : English Positions No. LO-109, 146  
DATE VALIDATED : 21 April 2011 Job Code: A36  
VALIDATED BY : S. Spyropoulos

NAMSA

SERVICE : OPERATIONAL LOGISTICS SUPPORT PROGRAMME OFFICE,  
Logistics Support Office (Infrastructure)

POST : Senior Technical Officer (Fuel)

GRADE : A-3

RESPONSIBILITIES : The incumbent is responsible to the Project Manager for an emerging fuels project and for providing technical services for elements of the NATO operational logistics in theatre and other designated contingency support. More precisely, he/she is responsible for performing the following functions:

General Responsibilities:

- Preparing technical instructions, procedures and concepts.
- Monitoring contractors' performance to ensure that technical contractual conditions are fulfilled and proposing corrective actions as required.
- Analyzing contractor technical reports and test results to ensure conformity with technical and contractual requirements, and making appropriate recommendations for further action.
- Providing technical evaluations of contract offers and ensuring that obligations towards NATO/NAMSA are correctly and promptly fulfilled.
- Coordinating and submitting financial reports and analyses concerning contingency project activities.
- Reviewing and submitting reports and analyses in support of existing or proposed projects.
- Developing and implementing a Quality Assurance Surveillance Plan (QASP).
- Preparing correspondence, presentations, reports, database queries and statistics as required using modern office automation equipment and software.
- Participating in meetings and conferences as required.
- If required, undertaking deployments, including duty travel, in direct support of NAC-approved operations/missions.
- Performing other related functions as required in peacetime and any other appropriate functions 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 NAMSA.



# N A M S A

## AGENCE OTAN D'ENTRETIEN ET D'APPROVISIONNEMENT NATO MAINTENANCE AND SUPPLY AGENCY

### POST REQUIREMENTS FORM

This form, duly completed, should be sent by e-mail to: [hr@namsa.nato.int](mailto:hr@namsa.nato.int)

Alternatively, copies may be sent via telefax or in hard copy to:

NAMSA Human Resources Division (AP), 11, rue de la Gare, L-8302 Capellen, Grand-Duchy of Luxembourg

Telefax : +352 – 3063 – 4540

E-mail : [hr@namsa.nato.int](mailto:hr@namsa.nato.int)

1. Name	
2. Position Title	<b>SENIOR TECHNICAL OFFICER (FUEL)</b>
3. Reference	<b>LO-146</b>
4. Position Number	<b>39A/2011</b>
5. Grade	<b>A-3</b>
6. Deadline	<b>16.08.2011</b>
7. Interview Date	<b>TO BE FIXED LATER</b>

*DEAR APPLICANT,*

This form has been specifically designed to aid the NAMSA Human Resources Division (AP) 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 2 parts. You are required to make entries in **all** blocks in **both** parts.

- Part 1 lists the General Qualifications of the above post.  
In completing each block in part 1, you must provide factual information stating how you meet the respective general qualifications quoted.  
**IMPORTANT : If you do not fulfill MOST of the General Qualifications, we strongly advise you not to proceed with your application.**
- Part 2 lists the Specific Qualifications, desirable for the above post.  
In completing each block in part 2, you must either provide factual information stating how you meet the respective specific qualifications quoted or indicate that you do not meet it.

The form is to be completed electronically and forwarded to the NAMSA Human Resources Division (AP) ([hr@namsa.nato.int](mailto:hr@namsa.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) University degree or equivalent education.  |
| 2) Good experience in military logistics and their operational implications, including budgetary aspects.                |
| 3) Good knowledge of project management  |
| 4) Knowledge of information systems at end-user level with experience in using personal computers and software packages. |
| 5) Good knowledge of one of the two official NATO languages and working knowledge of the other.                          |

**PART 2 - SPECIFIC QUALIFICATIONS**

- |   |
|---|
| 1) Master's Degree in Business Administration / Management would be an asset. |
| 2) Knowledge of Quality Assurance (QA) standards and policies.                |
| 3) Experience in resource management related to fuel project management.      |

**PART 3 - COMMENTS**

- |   |
|---|
| 1) The incumbent of this post will be <u>expected to deploy</u> to specified areas in support of NATO council approved operations requiring civilian support. |
| 2) This position is required for a limited time.  |

*"I understand that the information provided by me above will be used in determining my qualifications for possible employment/career with NAMSA. 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 \_\_\_\_\_

Specific Responsibilities:

- Performing project management functions for designated projects, including time and resource planning aspects, as well as administrative control and technical direction of the overall project or maintenance activity, including contractual services and facility operations.
- Analyzing, planning, providing control assistance, and maintaining close interface with other NATO elements in their operations.
- Conducting and/or coordinating studies and providing specialist advice in support of NATO logistic operational support, specifically in respect to emerging fuels projects.

QUALIFICATIONS REQUIRED:

General Qualifications:

- University degree or equivalent education.
- Good experience in military logistics and their operational implications, including budgetary aspects.
- Good knowledge of project management.
- 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.
- A "NATO SECRET" security clearance.

Specific Qualifications:

- Master's Degree in Business Administration / Management would be an asset.
- Knowledge of Quality Assurance (QA) standards and policies.
- Experience in resource management related to fuel project management.

ADDITIONAL INFORMATION:

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

Notes:

- Travel to or work in locations outside of NATO area by seconded staff will be in accordance with national policy.
- This position is required for a limited time.