

P 13114313 GIU. 11  
FM STAMADIFESA  
TO STATESERCITO UFFICIALI  
MARIUGP  
PERSAEREO  
CARABINIERI COMANDO  
INFO SEGREDIFESA - PRIMO ROMA  
MARISTAT  
ITALNAMSO

BT

NON CLASSIFICATO

SIC WAA/QAA

SMD 112/0053000/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/286/P.01.06 DATATA 6 GIUGNO 2011 DI ITALNAMSO.

1. ITALNAMSO, CON IL FOGLIO A CUI SI FA RIFERIMENTO, HA INOLTRATO IL BANDO DI CONCORSO PER LA POSIZIONE N. LO-126 "PRINCIPAL TECHNICAL OFFICER" - DI GRADO A-4 (TENENTE COLONNELLO), 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 10 AGOSTO 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.



# N A M S A

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

**FRANK PEDERSEN**

CHIEF OF HUMAN RESOURCES DIVISION  
CHEF DE LA DIVISION DES RESSOURCES HUMAINES

AP/2011/26/47-BOD

FP/cb

25 May 2011

**TO :** NAMS Board Members of ALBANIA, BELGIUM, BULGARIA, CANADA, CROATIA, CZECH REPUBLIC, DENMARK, ESTONIA, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, ITALY, LATVIA, LITHUANIA, LUXEMBOURG, the NETHERLANDS, NORWAY, POLAND, PORTUGAL, ROMANIA, SLOVAKIA, SLOVENIA, SPAIN, TURKEY, UNITED KINGDOM and the UNITED STATES.

**SUBJECT :** **Notification of vacancy.**

1. Subject to final BOD approval, the following position will be filled in the OPERATIONAL LOGISTICS SUPPORT PROGRAMME OFFICE, Programme Manager's Office, at NAMSA, in Capellen, G. D. Luxembourg:

**LO-126 - Principal Technical Officer - Grade A-4.**

2. **This position reflects changes in grade and functions proposed in the 2011 O&E.**

3. The incumbent of this post will be expected to deploy to specified areas in support of NATO council approved operations requiring civilian support.

4. The above mentioned addressees are requested to nominate qualified candidates within the period of THREE months in accordance with the terms of Directive N° 512. Consequently, the application forms should reach NAMSA by **01 September 2011**. The NAMSA Human Resources Division shall let the candidates know in due course the outcome of the screening process.

5. **Candidates should return the standard NAMSA application form, the post requirements form and the medical questionnaire duly filled and preferably by e-mail to the following address: [hr@namsa.nato.int](mailto:hr@namsa.nato.int). They should also attach a certificate of physical fitness (PDF). Applications which do not fulfill the above mentioned prerequisites will be automatically rejected.**

6. To facilitate invitations and correspondence, **candidates are requested to provide an e-mail address and a phone number.**

7. The Agency would appreciate support from the addressee countries by their submission of candidates whose security clearance can be effected rapidly and who could report for duty as soon as possible after selection.

8. The position description is attached for the convenience of candidates.

F. PEDERSEN  
Chief of Human Resources Division

ORIGINAL : English Position No. LO-126  
DATE VALIDATED : 04 May 2011 Job Code: A36  
VALIDATED BY : C. Rose

NAMSA

SERVICE : OPERATIONAL LOGISTICS SUPPORT PROGRAMME OFFICE,  
Programme Manager's Office

POST : Principal Technical Officer

GRADE : A-4

RESPONSIBILITIES : The incumbent is responsible to the Programme Manager for coordinating Programme-project support and the initial support for new tasks allocated to the Programme and for project management throughout the designated project life cycle. More precisely, he/she is responsible for performing the following functions:

General Responsibilities:

- Managing designated Programme-projects, including time, financial and resource planning aspects under the priorities set by the Programme Manager, and providing administrative control and technical direction of the overall project activity.
- Performing feasibility studies, as assigned, to determine the cost/benefits and viability of new projects allocated to the Programme in support of NATO operations and under the Agency New Business Initiatives (NBIs) process.
- Preparing Statements of Work (SOWs) which fully define the required work or services requested, including the definition of technical contractual requirements in terms of specifications, construction materials, and workmanship standards.
- Managing competition and re-competition activities on behalf of the Programme Office.
- Providing technical evaluations of contract offers and ensuring that obligations towards NATO/NAMSA are correctly and promptly fulfilled.
- Analysing contractor technical reports and test results to ascertain conformity with technical and contractual requirements and making recommendations for further actions as necessary.
- Conducting pre-award surveys and technical assessments for material and services to be procured.
- Preparing project management reports, as required.
- Performing reporting functions to decision-making authorities at HQ NATO, Major NATO Command (MNC) and National Ministries of Defence (MODs), as assigned.
- Leading continuous process improvements efforts and maintaining International Organization for Standardization (ISO 9000) standards, as assigned.
- Preparing and justifying annual and supplementary operational budget proposals and monitoring the utilisation of the approved credits.

- Assisting in preparing the annual Organization and Establishment (O&E) proposals.
- Participating in meetings, conferences and seminars 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.

The incumbent is further responsible for the correctness of management information concerning assigned responsibilities.

Specific Responsibilities:

- Managing the Programme-project support teams and ensuring professional development of team personnel.
- Coordinating Programme Subject Matter Expert (SME) activities, including logistics accounting, quality assurance and medical.
- Performing project change management functions for Programme-wide activities, as assigned.

QUALIFICATIONS REQUIRED:

General Qualifications:

- University degree or equivalent education.
- Good experience in military logistics and its operational implications, including budgetary aspects at senior management level of large organizations.
- Ability to promote international cooperation and to participate in and chair large international meetings effectively.
- Ability to analyse complex systems and large amounts of data, to synthesise and present conclusions and recommendations in a precise, concise and convincing manner.
- Good knowledge of project management principles, tools and techniques.
- Good knowledge of Integrated Logistics Support (ILS) techniques and principles.
- Good knowledge of NAMSA's role within NATO.
- 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:

- Attendance at a national staff college or equivalent would be an asset.
- Knowledge of Quality Assurance (QA) standards and policies.
- Good knowledge of deployment requirements.
- Good knowledge of PRINCE2 project management methodology would be an asset.
- Knowledge of change management techniques would be an asset.

ADDITIONAL INFORMATION:

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

Note:

- Travel to or work in locations outside of NATO area by seconded staff will be in accordance with national policy.



# 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>PRINCIPAL TECHNICAL OFFICER</b>
3. Reference	<b>47/2011</b>
4. Position Number	<b>LO-126</b>
5. Grade	<b>A-4</b>
6. Deadline	<b>01.09.2011</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 its operational implications, including budgetary aspects at senior management level of large organizations.               |
| 3) Ability to promote international cooperation and to participate in and chair large international meetings effectively.   |
| 4) Ability to analyse complex systems and large amounts of data, to synthesise and present conclusions and recommendations in a precise, concise and convincing manner. |
| 5) Good knowledge of project management principles, tools and techniques.   |
| 6) Good knowledge of Integrated Logistics Support (ILS) techniques and principles.  |
| 7) Good knowledge of NAMSA's role within NATO.  |
| 8) Knowledge of information systems at end-user level with experience in using personal computers and software packages.  |
| 9) Good knowledge of one of the two official NATO languages and working knowledge of the other.   |

**PART 2 - SPECIFIC QUALIFICATIONS**

- |  |
|--|
| 1) Attendance at a national staff college or equivalent would be an asset.     |
| 2) Knowledge of Quality Assurance (QA) standards and policies.                 |
| 3) Good knowledge of deployment requirements.                                  |
| 4) Good knowledge of PRINCE2 project management methodology would be an asset. |
| 5) Knowledge of change management techniques would be an asset.                |



**PART 3 - COMMENTS**

1) The incumbent of this post will be expected to deploy to specified areas in support of NATO council approved operations requiring civilian support.

*"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 \_\_\_\_\_