

STATO MAGGIORE DELLA DIFESA

I Reparto Personale

Allegati: 1 (uno).
Annessi: 2 (due).

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OGGETTO: Ricerca di personale per due posizioni a connotazione “Non Quota” presso il Consiglio Internazionale dello Sport Militare in BRUXELLES (BEL).

A	DIPARTIMENTO IMPIEGO DEL PERSONALE DELL’ESERCITO	<u>SEDE</u>
	DIREZIONE PER L’IMPIEGO DEL PERSONALE MILITARE DELLA MARINA	<u>ROMA</u>
	DIREZIONE PER L’IMPIEGO DEL PERSONALE MILITARE DELL’AERONAUTICA	<u>ROMA</u>
e, per conoscenza,		
	MINISTERO DELLA DIFESA Gabinetto del Ministro	<u>ROMA</u>

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Riferimento:

- a. f. prot. n. M_D A0D32CC 0216538 in data 14 novembre 2025 di SMD V (non a tutti);
b. f. prot. n. M_D A0D32CC 0233832 in data 9 dicembre 2025 di SMD V (non a tutti).

Seg: Direttiva SMD-P-104, Ed. 2024.

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- Il V Reparto Affari Generali dello Stato Maggiore della Difesa ha reso noto che il Consiglio Internazionale dello Sport Militare (CISM) ha avviato una ricerca di personale per il ripianamento di due posizioni¹ a connotazione “Non Quota” nell’ambito dello *Strategy and General Affairs Department* e del *Games Department*, riepilogate nel prospetto allegato e valutate di interesse nazionale con il foglio posto a riferimento “b.”.
- A tal riguardo, si rappresenta che:
 - all’Ufficiale eventualmente selezionato sarà accordato un mandato triennale, con inizio presumibilmente dal 1° luglio 2026, e trattamento giuridico-amministrativo previsto dall’art. 1808 del decreto legislativo n. 66/2010;
 - le candidature dovranno pervenire allo Stato Maggiore della Difesa, per il tramite esclusivo degli Organi d’Impiego di Forza Armata, improrogabilmente entro il 19 gennaio 2026, corredate della scheda biografica in lingua italiana e del *Curriculum Vitae* (formato IMS) in lingua inglese (in PDF e con firma autografa), in ragione dei successivi adempimenti per la loro formalizzazione;
 - a mente delle vigenti disposizioni (direttiva posta a seguito) sarà avanzata alle Autorità dell’*International Military Staff* una sola candidatura nazionale.
- Nell’inviare la *job description* delle posizioni in parola, si raccomanda il rispetto delle procedure e della scadenza stabilita e si resta a disposizione per eventuali approfondimenti.

d’ordine

IL VICE CAPO REPARTO
(Brig.Gen. Fabrizio BABUSCI)

DIRAMAZIONE INTERNA:
V Reparto Affari Generali

Ricerca di personale per posizioni a connotazione “Non Quota” presso Il Consiglio Internazionale dello Sport Militare” (CISM)

DIVISIONE SEZIONE	SEDE DI SERVIZIO	P.O.	GRADO	ATTUALE TITOLARE --- TERMINE MANDATO	DATI RELATIVI AL MANDATO		F.A. INTERESSATA	TIPO DI POSIZIONE	SCADENZA PRESENTAZIONE CANDIDATURE		data intervista a partire dal
					DURATA	INIZIO			SMD - I Reparto	CISM	
Strategy and General Affairs Department	BRUXELLES (BEL)	"CISM Strategy and General Affairs Director"	A4/A5 (Ten.Col. - Col. e gradi corrispondenti.)	//	3 ANNI	01-lug-26	EMA	Non Quota (trattamento giuridico- amministrativo ai sensi dell'art. 1808 del decreto legislativo n. 66/2010 e oneri a totale carico della Nazione)	19-gen-26	30-gen-26	9-mar-26
Games Department		"CISM Games Manager 1 Military Summer Games and Heroes Games "	A2 + A4 (Cap. - Ten.Col. e gradi corrispondenti.)	//		01-lug-26					

Job Profile at the CISM General Secretariat
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P. Job Title: CISM Games Manager

- **CISM Games Manager 1 (CISM Military Summer Games and Heroes Games)**
- **CISM Games Manager 2 (CISM Military World Winter Games and Cadet Games)**

Department/Office: CISM Headquarters Games Department.

Location: Brussels (BEL)

Mandate: the incumbent will have a mandate as a full-time collaborator at the CISM HQ

Start of the mandate: referred to in Annex B

Duration of the mandate: 3 years

Desirable rank requirement:

CISM Games Manager 1 Minimum: Captain or Major – Maximum: Lt-Colonel or equivalent.

CISM Games Manager 2 Minimum: Warrant Officer – Maximum: Major or equivalent.

CISM HQ Core Values: Integrity, Professionalism, Proactivity and Respect for Diversity

Organizational Setting and Reporting: The incumbent reports to the CISM Games Director (SD) and the Secretary General as head of the CISM HQ.

Responsibilities

The incumbent will have the following main responsibilities:

1. To assist the CISM Games Director and CISM Coordination Committee in maintaining up-to-date bidding process facilitating documents contributing to the effective preparation of the event.
2. To assist the CISM Games Director and related authorities with the redaction of the contracts of the Games and the final Games Regulations.
3. To assist the Sports Director with the preparation of the Sports Regulations for the programmed disciplines in the Games.
4. To proactively liaise with the LOC in order to timely ensure the proper management of the preparation and delivery of the general Schedule of the Games and Sports Program.
5. To accompany the CISM Coordination Committee on venue inspection visits and similarly assist in the management of other preparation meetings with LOC.
6. To collaborate with the Sports director and the PCSC in order to solve any problem linked to the sports regulations and its direct implementation in the Games.
7. To collaborate with the designated Events & Protocol Manager from the CISM HQ in coordinating and managing all protocol matters in the Games framework.
8. To provide the CISM Games Director with the most updated information about the progress of the effective preparation of the Games in order to accurately brief the CISM SG, CISM president and BoD at the occasion of BoD meetings, Executive Meetings, GA, etc.
9. To maintain regular contact with the communication department in order to provide them with accurate information to display on the CISM Webpages related to the games.
10. To execute all related tasks as elaborated in the CISM Coordination committee manual before, during and after the games.

Qualifications

Education:

1. Bachelor's in physical education science is required.
2. A master's degree in Sports Management /Master's in Sports Science/License in Physical Education is desirable.

Experience:

1. A minimum of five years of progressively responsible experience in the military profession, including operational planning, is required.
2. Operational experience in a joint/combined planning level preferably sporting events is desirable.
3. Strategic level planning experience is desirable.
4. Experience in relationships with military organizations and civilian organizations is required.

CISM Sports Experience:

1. Wide understanding and experience in the multisport environment are required.
2. A minimum of 3 years of experience as a member of a CISM Delegation / CISM Sport Committee is desirable.
3. Min 5 years as sports manager or event manager at the national level or regional level.
4. Participation in at least 2 editions of the CISM Military World Games.
5. Knowledge of winter sports (Winter games) and parasports (Heroes Games) are desirable.

Languages:

1. English and French are the working languages of the CISM General Secretariat.
2. For this post, fluency in English (listening, oral and written) is required; knowledge of French or any other official CISM language is desirable.

Capabilities:

1. **Professionalism:** Demonstrated professional competence and knowledge of theories and concepts relevant to sports planning at the operational level.
2. **Planning and Organizing:** Develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities as required.
3. **Teamwork:** Works collaboratively in a multi-ethnic team of colleagues to achieve organizational goals.
4. **Other capabilities required:** Team spirit and multi-ethnic and multicultural environment; Ability to work in a multi-ethnic and multicultural environment; Decision-making ability; Results oriented; Networking Skills. Willingness, Flexibility and a Positive Attitude; Budgeting Capability; Attention to Detail and passion for work; Initiative taking; Empathy, compassion, patience and the ability to build relationships with others. Equipped with leadership traits and Negotiation skills.
5. **Skills:**
 - Ability to plan, organize and coordinate with broader sports operational plan.
 - Proven interpersonal and communication skills; Proven analytical mindset.
 - Ability to work under pressure to produce good results.
 - Solid critical thinking and problem-solving skills to devise creative solutions.
 - Attention to Detail and passion for work.
 - Computer Skills; Advanced user of MS Office tools (word, Excel, PowerPoint, Outlook).

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview.

Special Notice:

Active serving military officers and civilians employed by the Defense Department who have received authorization by their National Authorities to apply for this Job Opening will be considered. Any application shall be covered by an official letter addressed to the CISM General Secretariat by the Chief of the national delegation to CISM.

All costs deriving from the assignment are covered by the CISM Member nations detaching the personnel.

This job description is not intended to be all-inclusive. The selected personnel may also perform other reasonable related business duties as assigned by the CISM Secretary General.

Job Profile at the CISM General Secretariat
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D. Job Title: CISM Strategy & General Affairs Director**Department/Office:** CISM General Secretariat, Strategy & General Affairs Department**Location:** Brussels (BEL)**Mandate:** the incumbent will have a mandate as a full-time collaborator at the CISM HQ**Start of the mandate:** referred to in Annex B, an on-site Handover-Takeover period of 2 (two) weeks is needed**Duration of the mandate:** 3 years**Desirable rank requirement:** Senior Officer (Lt Col or Col)**CISM HQ Core Values:** Integrity, Professionalism, Respect for Diversity**Organizational Setting and Reporting:**

This position is located in the CISM General Secretariat. Work is performed with considerable independence and judgment under the direction of the CISM Secretary General.

Responsibilities:1. Strategy

- a. Coordinate the implementation, development, updates and evaluation of a four-year CISM Strategic and Business Plan, based on the CISM High Leadership decisions.
- b. Serve as a technical and professional advisor to the CISM Board of Directors (BoD), Strategy Commission and CISM Secretary General regarding matters pertaining to planning and development.
- c. Advise the CISM High Leadership and CISM HQ Directors the short, medium and long-term planning.
- d. Prepare proposals, set goals, policies, and procedures for the functioning of CISM working together with the CISM Strategy Commission and in accordance with the BoD decisions.
- e. Analyze CISM needs and develop programs to meet these needs in accordance with established BoD policies and available resources.
- f. Set a roadmap to the achievement of strategic objectives and projects and to the development of the specific objectives of the CISM Strategic Plan.
- g. Perform surveys and other necessary studies to monitor the accomplishment of objectives fixed on the Strategic/Business plan and to assess the different achievements.
- h. Create planning studies and generate reports about new programs, plans, activities and achievements.
- i. Review development proposals to ensure compliance with Strategic and Business Plan and CISM Regulations.
- j. Operate in the most effective and efficient manner by facilitating and coordinating inter-department issues and projects.
- k. Communicate with other directors, managers and colleagues in order to keep all of them aware and involved on the plans and projects.

2. General Affairs

a. Protocol and Events Division.

- 1) Support and advise the CISM President and the CISM Secretary General on diplomatic, international relationships and protocol matters.
- 2) Supervise and coordinate CISM statutory events such as the CISM Board of Directors meeting and the General Assembly & Congress and participate in planning the other great CISM Events.
- 3) Ensure the proper implementation of the administrative and protocol procedures during CISM events.
- 4) Supervise the adequate implementation of the CISM protocol at CISM events and when the CISM President visits a CISM nation.
- 5) Supervise and coordinate the visits and events at the General Secretariat.
- 6) Responsible for the minutes of the statutory events and support the implementation of GA and Board of Directors' decisions taken.
- 7) Support the Secretary General with his presentations at statutory events.
- 8) Manage the implementation of the General Assembly and Board of Directors' decisions taken.
- 9) Act as Secretary of the Appeal Commission.

b. Logistics Division.

Supervise and coordinate the management of the internal organization of the CISM Headquarters.

- a) Maintenance of the HQ building and furniture.
- b) Insurance (theft, fire, travel etc.), in cooperation with the director of Finance and HR.
- c) Purchase, maintenance and problem-solving for the communication & information systems.
- d) Support of HQ personnel regarding directory updates and web applications.
- e) Office supplies, gifts and goodies,
- f) Food and beverages for routine and events
- g) Honors, awards and tokens of appreciation
- h) Supervise logistic preparation and support of visits and events at the CISM HQ

c. HQ Administration division.

Supervise and coordinate administrative activities at CISM HQ such as:

- a) CISM mailbox and processing the HQ mail, including redaction of SG-letters
- b) Preparation of letters for General Affairs matters.
- c) Manage the CISM directory and disseminate the information when necessary.
- d) Preparation of visits to the HQ and CISM meetings like BoD and GA.
- e) Organizing all HQ travel arrangements (planning, ordering tickets, travel information)
- f) Manage and develop administrative procedures for the HQ personnel.
- g) Manage the CISM HQ military personnel process of candidature, hand-over, familiarization and employment within the HQ

Qualification:

Education:

1. Graduate of a national command and staff college or national war/defense college is required.
2. A bachelor's in physical education is desirable.
3. Master in Sports Management is desirable.

Experience:

1. A minimum of five years of progressively responsible experience in the military profession, including operational planning, is required.
2. Applicant must be an active service military senior officer in the rank of Lieutenant Colonel or Colonel, or equivalent in other services.
3. Strategic level planning experience is desirable.
4. Experience with project management tools, lifecycles, etc. is an advantage.
5. Operational experience in a joint/combined planning level is an advantage.

CISM and CISM Sports Experience:

1. Wide understanding and experience in a multi-sports environment is required.
2. Experience as a member of a CISM Delegation / CISM CSC or other CISM function is desirable.
3. Experience in an organizing committee of a CISM Sports Event (WMC, MWG, Continental Ch.) is an advantage.

Languages:

1. English and French are the working languages of the CISM General Secretariat.
2. For this post, fluency in English (both oral and written) is required.
3. Knowledge of another CISM official language (French, Spanish and Arabic) is an advantage.

Competencies:

1. **Professionalism:** Demonstrated professional competence and knowledge of theories and concepts relevant to sports planning at the operational level. Proven research, analytical and evaluative skills, and ability to conduct independent research and analysis, identify issues, formulate concepts and options and make conclusions and recommendations. Ability to produce high-quality work with limited supervision and in unfamiliar environments. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
2. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. When planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
3. **Teamwork:** Works collaboratively in a multi-ethnic team of colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with a final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
4. **Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which a competency-based interview may follow.

Special Notice:

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