

STATO MAGGIORE DELLA DIFESA

I Reparto Personale

Allegati: //.
Annessi: 1 (uno).

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OGGETTO: Ricerca di personale per una posizione a “*status internazionale*” presso la NATO *Helicopter D&D Production and Logistics Management Agency* (NAHEMA) in AIX-EN-PROVENCE (FRA).

A **DIPARTIMENTO IMPIEGO DEL PERSONALE
DELL’ESERCITO** **SEDE**
**DIREZIONE PER L’IMPIEGO DEL PERSONALE
MILITARE DELLA MARINA** **ROMA**

e, per conoscenza,

MINISTERO DELLA DIFESA
Gabinetto del Ministro **ROMA**
DIREZIONE NAZIONALE DEGLI ARMAMENTI
Direzione degli Armamenti Aeronautici e per l’Aeronavigabilità **ROMA**

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Rif. f. prot. n. M_D A4B89B9 0024200 in data 25 giugno 2026 di ARMAEREO (non a tutti).
Seg. f. prot. n. M_D A0D32CC 0013048 in data 29 gennaio 2026.

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1. L’Agenzia Internazionale in titolo ha indetto una ricerca di personale per la posizione a “*status internazionale*”, a concorso tra le Nazioni, n. 3231 di “*Disbursing Assistant*”¹ nell’ambito della *Administration Division*, sede AIX-EN-PROVENCE (FRA), valutata di interesse per la Difesa.
2. La durata del mandato è di 3 anni, con inquadramento giuridico-amministrativo ai sensi della legge n. 1114/1962 e oneri a carico dell’Agenzia.
3. Le candidature dovranno pervenire² allo Stato Maggiore della Difesa, esclusivamente da codesti Organi d’impiego, entro il 10 settembre 2026, corredate della scheda biografica in lingua italiana e dell’*Application Form*³ in lingua inglese, in originale con firma autografa (in PDF), in ragione dei successivi adempimenti per la loro formalizzazione.
4. Nell’inviare la *vacancy notification* (VN) della posizione, si raccomanda il rispetto delle procedure e della scadenza stabilita e si evidenzia, altresì, la necessità che il personale segnalato, oltre a un profilo professionale aderente a quello richiesto dalla VN in parola, sia in possesso di tutti i requisiti di base per l’impiego all’estero, con particolare riferimento a un adeguato livello di conoscenza della lingua inglese.

IL CAPO REPARTO
Gen.D. Mario CIORRA

¹ Livello B6 (Mar.Ca. / 1°Lgt.).

² I *file* dovranno avere dimensioni non superiori, complessivamente, a 3 MB (*megabyte*) per candidato.

³ Reperibile alla pagina *web* della Difesa al seguente *link*: <https://www.difesa.it/smd/staff/reparti/i-reparto/impiego-del-personale/impiego-in-ambito-internazionale/modulistica/29315.html>.



NATO UNCLASSIFIED

NAHEMA

"UNITE TO SUCCEED"



NATO HELICOPTER D&D PRODUCTION AND LOGISTICS MANAGEMENT AGENCY

NOTIFICATION OF A "B" GRADE VACANCY

DIVISION:	ADMINISTRATION	
SECTION:	FINANCE	
LINE MANAGER:	DISBURSING OFFICER AND CASH SPECIALIST	
POST TITLE:	DISBURSING ASSISTANT	
POST NO.:	3231	
GRADE:	B6 ABCL/NATO GRADE 14	ABBREV. TITLE: DIS-2

1. SUMMARY

The Disbursing Assistant executes the payments and the double entry bookkeeping for the Operational and Administrative Budgets and monitors the relevant bank accounts.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Good knowledge of and experience in financial and administrative matters.
- Professional qualification in economics, commerce or possessing similar qualifications gained as a result of practical experience.
- Good knowledge of NATO financial procedures.
- Good knowledge of and experience in the use of Financial Management and Accounting Software (ORACLE).
- Ability to work with MS OFFICE.
- Basic experience in a multinational working environment.
- Good knowledge of written and spoken English.
- NATO SECRET Security Clearance.

DESIRABLE

- NATO or international experience in similar appointment.
- Basic knowledge of the NATO accounting principles and concepts and IPSAS practice.

3. MAIN ACCOUNTABILITIES

The incumbent of this post is responsible to the Disbursing Officer and Cash Specialist for:

- performing all matters related to the payments rendered by the Finance Section under the supervision of the Section Leader;
- performing all payment orders concerning the Administrative and Operational Budgets;
- performing of bank accounts reconciliation;
- contributing to:

- drafting of payment procedures managing of a computerized payment system;
 - maintaining bank accounts in the countries of the Participants or as otherwise required and ensuring timely payments of invoices;
 - preparing placing of Participants' surplus funds on long and short-term deposits;
 - control and distribution of interest receipts in accordance with deposits placed;
 - monitoring Call For Funds and payments;
 - preparation of reports to Management, JEC and Steering Committee;
- performing any other duties for the benefit of the programme, within the frame of his/her competencies, as required by his/her hierarchical superior (including commitments and payments preparation).

4. INTERRELATIONSHIP

The incumbent reports to the Disbursing Officer and Cash Specialist.

5. CONTRACT

The applicant has to be seconded from the national administration of one of NAHEMO Nations.

According to the NAHEMO Charter, the applicant would be offered a 3-year definite duration contract, which may be renewed for a further period of up to 2 years, subject to the General Manager decision/proposal, and also to the agreement of the National Authority concerned. The maximum period of service in the post as a seconded staff member is five years (3+1+1).

The contract offered will be in accordance with the NATO Civilian Personnel regulations.

6. ADDITIONAL INFORMATION

Appointment will be subject to the receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the national Authorities.

NAHEMA can only accept seconded applicants from nationals of NAHEMO countries.

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

The Civilian Personnel Regulations and other NATO reference documents are available on line: <http://www.nato.int/cps/en/natohq/114139.htm>

NAHEMA, located in Aix-en-Provence, France, is a non-smoking environment.

7. PERSONAL CHARACTERISTICS

All NAHEMA 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.

A groomed appearance, tact and diplomacy would be assets.