STATO MAGGIORE DELLA DIFESA

I Reparto Personale

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

00187 Roma,
PdC: Ten.Col. COSTA, 2.2773
e-mail primo.impiego2s@smd.difesa.it

OGGETTO: Ricerca di personale per una posizione "Non Quota" presso il NATO *International Military Staff* in BRUXELLES (BEL).

A **ELENCO INDIRIZZI IN ALLEGATO "A"**

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Riferimento: msg. e-mail in data 16 ottobre 2026, ore 12:08, di ITALSTAFF (non a tutti).

Seguito:
a. Direttiva SMD-P-104, Ed. 2024;
b. f. prot. n. M_D A0D32CC 0027339 in data 26 febbraio 2026;
c. f. prot. n. M_D A0D32CC 0105195 in data 4 agosto 2026.

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1. Il NATO *International Military Staff* (IMS) ha avviato la ricerca di personale[1] per il ripianamento della posizione a connotazione "Non Quota" (NQ) di "*Head, NATO Defence Worforce Audit Authority*"[2] nell'ambito del citato Organismo internazionale, giudicata di elevatissimo interesse per la Difesa.
2. A tal riguardo, si rappresenta che:
   - all'Ufficiale eventualmente selezionato sarà accordato un mandato triennale, con inizio presumibile dall'estate 2027 e inquadramento giuridico-amministrativo previsto dall'art. 1808 del decreto legislativo n. 66/2010;
   - a mente delle vigenti disposizioni previste dalla Direttiva posta a seguito, sarà avanzata alle Autorità dell'IMS una sola candidatura nazionale.
3. Si precisa che le candidature dovranno pervenire allo Stato Maggiore della Difesa, 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, per il tramite esclusivo degli Organi d'Impiego di F.A., entro il 5 novembre 2026, nel rispetto della Direttiva di settore.

d'ordine
IL VICE CAPO REPARTO
Col. Giovanni Luca NICOLETTI

[1] Reperibile sul sito *web* della Difesa: https://www.difesa.it/smd/staff/reparti/i-reparto/impiego-del-personale/impiego-in-ambito-internazionale/ricerche-di-personale-per-posizioni-non-quota-e-status-internazionale/35926.html.
[2] Codice posto n. IMS GMA 0010.

Digitally signed by GIOVANNI LUCA NICOLETTI
Date: 2026.10.20 11:50:37 CEST

Allegato “A”

ELENCO INDIRIZZI

A **DIPARTIMENTO IMPIEGO DEL PERSONALE DELL’ESERCITO** **SEDE**

DIREZIONE PER L’IMPIEGO DEL PERSONALE MILITARE DELLA MARINA **ROMA**

DIREZIONE CAPITALE UMANO DELL’AERONAUTICA MILITARE **ROMA**

e, per conoscenza,

MINISTERO DELLA DIFESA
Gabinetto del Ministro **ROMA**

RAPPRESENTANZA MILITARE ITALIANA
presso i Comitati Militari della NATO e dell’UE **BRUXELLES (BEL)**

e, per diramazione interna

III Reparto – Direzione Strategica e Cooperazione Militare SEDE

NATO MILITARY COMMITTEE
INTERNATIONAL MILITARY STAFF (IMS) JOB DESCRIPTION
FOR PERSONNEL ASSIGNED FOR DUTY WITH IMS

Post Title	Head NDWAA	**WEA**	DG IMS
Abbreviated Post Title	Hd NDWAA	**NATO Body / Post Location**	IMS / Brussels, Belgium
Post Number	IMS GMA 0010	**Directorate**	Office of CMC
Post Category	Military	**Division**	NDWC
Rank or Rank Band (Nation)	OF-5 (NQ)	**Branch / Independent Office**	NDWAA
Security Clearance Level for Post	Cosmic Top Secret/A	**Section**	N/A
Service	I	**NOCs**	N/A

1. **Post Context.** This post serves as the Head of the NATO Defence Workforce Audit Authority (NDWAA). The NATO Defence Workforce Audit Authority (NDWAA) is authorised to conduct independent workforce audits, surveys, validations and civilian grade classifications, as well as providing a consultancy service for all military organisations throughout the NATO Military Structure, to ensure the continued validity of workforce requirements and the cost-effective use of workforce, including the use of outsourcing and contracting. The NDWAA reports to the NDWC and conducts its work outside the chain-of-command of any NATO Military Body. The Head of the NDWAA oversees a team of staff officers and civilians Auditors.

2. **Reporting Lines.** This post reports to: IMS GXM 0010 – Chair NDWC, OF-7. There are first line reporting responsibilities for the following numbers of staff: 6x OF-4's; 1x B-4; 1x A-4; 1x A-3 1x A-2. This post does not deputise anybody.

3. **Principal Duties.**

a. Manage and conduct workforce audits, surveys, and validations and provide independent advice on workforce management and organisational development issues, and a consultancy service, including advice on the use of outsourcing and contracting, to eliminate redundancy and overlap between organisations and their missions, functions and processes, identifying areas for potential improvement.

b. Construct a Programme of Work (POW), including the resources required (budget and workforce) to achieve all the tasks identified in the POW.

c. Support the Workforce Establishment Authorities (WEAs) as needed, in highlighting potential workforce or organisational impacts in various proposals.

d. Develop internal plans, procedures and programmes for the NDWAA and direct the execution of the POW and all other activities of the NDWAA staff.

e. Assess the performance of the NDWAA members.

f. Supervise and manage the internal training of all NDWAA members.

g. Manage and conduct Civilian Classification Boards IAW AAP-16.

h. Plan the budget for NDWAA training and operations.

i. Support the MC, NDWC, WEAs, the senior level staff and the NDWC Secretariat, by providing advice on workforce related issues as required, including early-stage advice for major projects such as WE Reviews.

j. Oversee the development and maintenance of appropriate records for NATO workforce data, process models and 'best practice' principles to support the work of the NDWAA in providing advice on the cost-effective use of workforce.

k. Recommend changes to NATO workforce policy and procedures when appropriate as an outcome of lessons identified through the NDWAA's work or in response to a specific request from the NDWC.

l. Monitor the implementation of recommendations from audits, surveys, validations and classifications, following approval by the appropriate NDWC, MC or NAC staffing processes.

m. Lecture on NATO workforce policy at NATO School Oberammergau.

4. **Special Requirements and Additional Duties.**

a. The incumbent may be required to perform other related duties as directed.

b. The incumbent may be required to undertake TDY assignments both within and outside of NATO's boundaries and work irregular hours whenever necessary.

c. The incumbent may be required to conduct studies, major projects and others duties as directed by the MC/NDWC.

5. **Essential Qualifications**.

a. Professional / Experience.

- NATO or National Defence College.
- Senior staff experience in a NATO or national military headquarters.
- Very Good knowledge and understanding of NATO structures, organisations and major processes.
- At least 3 years' experience in NATO workforce business.
- Experience in workforce management systems and business efficiency techniques and consultancy techniques.
- Ability to work with military and civilian staff in an international environment.
- Experience in organisation development and change management.
- Very good Knowledge of Business Process Management.
- Because liaison activity is typically external with all NMBs, often at Commander/Director or Chief-of-Staff level, or with Nations, strong communication skills and good negotiating skills are mandatory.
- Automated Data Processing (ADP) Knowledge:

  Word Processing: Advanced knowledge

  Spreadsheet: Advanced knowledge

  Graphics Presentation: Advanced knowledge

  Database: Advanced Knowledge

b. Education / Training.

- University Degree in human resources management, business administration, law, social sciences, or related field, public administration or related discipline and 10 years related experience

c. Language. ENGLISH (SLP 4444).

6. Desirable Qualifications.

a. Professional/Experience.

- Senior Staff experience in a national or international military headquarters.
- Experience in civilian employment management.
- Experience in Workforce audit.

b. Education/Training.

- Qualifications or certificates in fields related to Audit or organisational development, including business efficiency techniques.
- Working experience and/or certification for one or more Business Process Management tools.

c. Language. FRENCH (SLP 2222).

7. Remarks.

a. Hand-over Period. A minimum handover period of two weeks is required.

b. Tour Length. Standard 3-Year Tour. The Head of NDMAA should be posted in for a full 3-year tour and should not be short-toured except in extenuating circumstances. Reliefs should be arranged in concert with the Nations, as appropriate, to maintain continuity.

c. Deconfliction. N/A.

d. Work Environment. Standard office working environment.

DATE: 2/10/2026

Remigijus Baltrenas
Lieutenant General, LTU Army
Director General
International Military Staff