JOB DESCRIPTION – NATIONAL SUPPORT ELEMENT (NSE) RAMSTEIN

BRITISH FORCES POST OFFICE CLERK / ADMINISTRATION CLERK 3 (C4)

Budget/Establishment/Unit: European Joint Support Unit (EJSU), F1702A

Branch/Department: National Support Element (NSE)

Location: Ramstein

Post Title: BFPO Clerk / Administration Clerk 3

Grade: C4

Responsible to: Head of Location, NSE SW Germany

Vetting requirement: Category 2

For regular employment with the employing agency NSE Ramstein.

1. GENERAL

The post incumbent is responsible to the WO EJSU Ramstein for the successful and efficient maintenance and running of the BFPO and UK NSE Registry.

1. **MAIN DUTIES**
2. Ensure access and egress of postal deliveries onto Ramstein Air Base to guarantee mail is collected and delivered 5 times a week.
3. The preparation and relevant documentation of all incoming and outgoing service and civilian mail in accordance with current BFPO regulations.
4. The preparation and relevant documentation of all incoming and outgoing local mail.
5. Ensuring all recipients of parcels/registered or recorded items are contacted immediately by phone or e-mail and all items are booked in and signed for upon collection.
6. Direct liaison with the relevant British Forces Post Office(s) as required.
7. The maintenance and update of the Unit Events Diary.
8. Maintenance and stock control of all stationery items, including the provision of a monthly demand from all NSE personnel.
9. The maintenance and update of the Contacts List.
10. General administrative duties as required.
11. Administer departures procedure for service persons and families leaving Germany.
12. Administration of personal details via JPA Unit HR Administrator.
13. Process bills/invoices and submit to EJSU J8 for payment, liaising with J8 staff to ensure accuracy, confirm validity and ensure prompt payment.
14. Assisting role for the administration of Audit notifications.
15. Process Get You Home (Overseas) applications including pre-authorisation on JPA and costs-within assessment, and post-journey claims for reimbursement.
16. Ensure all AIRCOM and Ramstein base ID cards, UK passports and HM Forces Railcards are controlled, processed and issued in a timely manner
17. Assist with the administration of births, deaths, marriages.
18. Faxing, shredding, scanning and photocopying as directed.
19. OTHER DUTIES
20. J6 Assist with the requesting of toners, paper and printers within the NSE area of business.
21. Meet and escort duty visitors to the NSE on-/off-base as required.
22. On request of the employer, must attend courses which are suitable to improve their professional skills.
23. Deputise for other personnel, notably Admin Clerk 1 and Admin Clerk 2 during their absence as directed by the employer.
24. Carry out any other reasonable duties, which are within the scope of the employer’s right of directive.
25. DRIVING OF DUTY VEHICLES

The post incumbent must occasionally drive duty vehicles provided he/she holds a class B driving licence and FMT 600.

1. OVERTIME/WORK ON SUNDAYS AND/OR PUBLIC HOLIDAYS

Must work overtime on request of the employer.

Must perform work on any day of the week and Public Holidays on request of the employer.

1. SHIFT WORK/ROTATING SHIFT WORK

Regular shift work or rotating shift work is not a feature of the employment.

1. ON-CALL DUTIES

On-call duties are not a feature of the employment.

1. MEDICAL

A medical examination is not a prerequisite for this employment. However, employees must undergo medical examinations in accordance with Health and Safety at Work provisions or other relevant provisions as necessary.

1. REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE
2. Essential:
3. Professional qualifications/experience:
4. Office administrative experience.
5. Good working knowledge of MS Office software.
6. High standard of the English language (verbal and written).
7. IPAC Cse / Trg for JPA actions.
8. The incumbent must be a mature dynamic and proactive

individual who is able to deal appropriately with people in a front

facing customer services role.

1. Must be a well organised administrator with good interpersonal skills and oral and written briefing ability.
2. Must be able to work effectively as part of a team or independently.
3. Organisation-delivered training:
4. All StratCom, EJSU & GEO mandatory courses for all employees.
5. Defence Unit Postal Systems Operator Course (DUPSO).
6. Desirable:
7. Human Resource (HR) administrative experience.
8. Ability to process large quantities of paperwork paying critical attention to detail.
9. JPA Foundation Level 2.
10. HEALTH AND SAFETY AT WORK

Postholders are obliged to take care of their own health and safety at their place of work within their ability and in accordance with the instructions and orders of the employer. Furthermore, they are also obliged to take care of the health and safety of persons, who are affected by their actions or omissions at work. Within the frame of these rules, they are especially required to use machinery, equipment, tools, substances, materials, transport aids and any other working aids as well as protective equipment and any issued personal protective equipment in accordance with the requirements. They must report any direct and considerable danger to health and safety as well as any failures of the safety systems to the employer or the relevant supervisor without undue delay.

1. REDEPLOYMENT WITHIN THE GARRISON

The employee may be redeployed to any unit/department within the employing agency NSE Ramstein or temporarily detached to a different employing agency.

1. TRAVEL EXPENSES

Postholders are not entitled to payments for miles driven to and from place of work from/to residence. If they are required to perform their duties outside the Ramstein area they will be entitled to claim travel expenses in accordance with the current regulations.

1. ORGANISATION CHART

The post holder’s position in the organisation is shown below, but may change due to reorganisation, redeployment or addition to staff. A change of the organisational chart upon a reorganisation, redeployment or addition to staff will not require a notice to change of employment contract. The post holder will simply be given a new organisation chart upon the change.

WO NSE

↓

Chf Clk

↓

BFPO CLERK / ADMINISTRATION CLERK 3

B Hagan WO

HoL ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­

 Signature Date

 ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date