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|  | GEO LEC HR  Bld 139 Normandy Barracks  Sennelager  BFPO 16 | |
| Telephone MOD:  Skype  E-mail: | +49 (0)5254 982 2258  +44 3001 578 080  [GSO-GEO-LECHR-Sen-GpMailbox@mod.gov.uk](mailto:GSO-GEO-LECHR-Sen-GpMailbox@mod.gov.uk) |
| 02 July 2024 |  | |

**Reference: GC/DEP/2024/14**

# EMPLOYMENT VACANCY (DEPENDANT)

1. **This post is available to candidates who in the first instance meet the criteria of dependant as presented in Art I.1.c of the NATO SOFA. The employing model type, Art I.1.b, presents further restrictions on eligibility as any applicant cannot be stateless persons, nor nationals of any State which is not a party to the North Atlantic Treaty or the NATO Partnership for Peace, nor national of, nor ordinarily resident in Germany.**

2. Applications are invited from suitably qualified and experienced staff for the post located in **Paderborn / Sennelager**. It would be appreciated if this circular could be displayed on unit civil labour notice boards so that interested applicants may apply.

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###### Unit Post/Grade/Hours Closing date

**for applications**

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Garrison Support Unit Community Support & 16.07.2024 G1- Welfare Welfare Clerk

C4 35 hpw

**Start date: 26 August 2024**

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3. Closure date for the submission of applications is shown above.Further information including a job description may be obtained from GEO LEC HR recruitment staff or by accessing our website

<http://bfgnet.de/employment>

4. The following qualifications / experience are essential:

* Proficient knowledge of IT systems, including SharePoint Online and Office 365 (Outlook, Word, Excel, and Teams). Ability to set up and manage Teams meetings.
* Strong understanding of social media platforms and best practices for content creation and management.
* Excellent command of the English language, verbal and written.
* Customer-friendly attitude, with a focus on providing high-quality support and service.
* Excellent communication and interpersonal skills, capable of effectively engaging with a diverse range of individuals.
* Ability to interact professionally with people and management at all levels, demonstrating strong relationship-building skills.
* Cat B driving licence

5. The following qualifications / experience are desirable:

* Previous experience in a clerical or administrative role, with a proven ability to handle various office tasks efficiently.
* Ability to communicate in German, both verbal and written, to facilitate interactions with local authorities, Garrison community members and stakeholders to communicate in German.

6. Applications must be in writing, using the GEO LEC HR Dependant Employment Application Form only. E-mailed application forms are acceptable and should be sent to:

[GSO-GEO-LECHR-Sen-GpMailbox@mod.gov.uk](mailto:GSO-GEO-LECHR-Sen-GpMailbox@mod.gov.uk)

and must reach GEO LEC HR by the closing date shown.

7. These are reserved posts. In order to comply with current recruiting and baseline security check instructions, applicants who have been previously employed outside of Germany will be required to confirm their employment history covering past years. Background checks will need to have been fully completed before applications can be processed. All checks will be treated in accordance with the Data Protection Act.

8. Please also be aware that the working hours listed for the vacancy advertised are not fixed and should not stop you from applying. Flexible working patterns are encouraged and, where the job will allow, we may be able to change the hours to suit your personal circumstances. When applying, please state your availability in Part A4 of the job application form.

9. GEO LEC HR will filter these applications if the number of applicants makes it necessary to compile a shortlist.

***Germany Enabling Office is fully committed to providing a working environment that is free from abuse and harm. We actively promote a free and safe culture, promoting the welfare of vulnerable groups, including children, within all of our work environments by clearly identifying and communicating the roles and responsibilities within the organisation and engaging with vulnerable groups including children, in policy and practice development.  
Furthermore, we proactively encourage feedback and apply a zero tolerance to any form of abuse and harm.***