Vacancy Advertisement No. 20/2022

“Procurement Specialist” with the Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada in Dulles, VA

Responsibilities:
- Record customer’s transport needs
- Conduct tendering procedures and independently award transport services and/or goods
- Process and meet road, rail and air transport requirements
- Provide assistance to exercises and test procedures, including preliminary calculation as part of transport support provided to military units
- Process and verify invoices and certify their factual correctness
- Process purchase orders as well as record and evaluate services, using the SASPF software
- Act as point of contact for shipping companies
- Render support to and deputize for the colleagues of the general procurement subsection
- Perform the tasks of occupational safety and health counselor

Qualification requirements:
- Successful completion of vocational training or several years of relevant work experience in the fields of logistics, shipping, sales or similar.
- Business fluent in German and English, both spoken and written
- Proficiency in using the MS Office software products
- Knowledge and experience of using SAP LO (logistics management system) desirable

Personal requirements:
- Valid U.S. residence and work permit
- Passing a security vetting (background check)
- Willingness to undergo initial and follow-on training (e.g. on hazardous cargo or hazardous materials regulations)
• Willingness to perform temporary duty trips on a regular basis (e.g. to provide assistance to planned exercises)
• Work independently and diligently
• Willingness to perform on-call duty, also on weekends

The terms of employment, employer-provided benefits as well as duties of the employee will be in accordance with the Employment Agreement and the Policies and Procedures Manual for locally hired employees at Bundeswehr offices and agencies in the United States.

The starting salary in this position is $4,435.24 gross per month (German Entgeltgruppe 8 based on 40 hours/week). Employer-provided benefits include, among other things, group health insurance, paid holidays, sick leave and paid vacation. Interested personnel already employed with the Bundeswehr in the United States may inquire about the salary at Human Resources RP 2.

The hiring process will entail a background check. By submitting the application, the applicant gives his/her consent to undergo the background check.

Please send your application to FRG ODA USA/CA in Reston or to its regional service El Paso, indicating the vacancy advertisement number:

Federal Republic of Germany
Office of Defense Administration, U.S.A. and Canada
- Human Resources (RP2) -
11150 Sunrise Valley Drive
Reston, VA 20191

Federal Republic of Germany
Office of Defense Administration, U.S.A. and Canada
- Regional Service Center El Paso
Human Resources (RP2) -
Fanner Road Bldg 512 B
Fort Bliss, El Paso, TX 79916-7703

Please include in your application a detailed résumé (including all previous employment, indicating your respective employers), copies of your school certificates and references as well as certificates of your completed vocational training and/or professional experience. Applicants who do not have U.S. citizenship or a permanent resident card must provide proof of their valid work permits. For organizational reasons, please provide a valid e-mail address and a daytime telephone number in your application.

Applications will be accepted until December 15, 2022.

For the purpose of meeting the deadline, it will also be sufficient to send your application via e-mail to the following address: BWVSStUSACAPersonal@bundeswehr.org.

For the Director

Fabian Knoll