

Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada

11150 Sunrise Valley Drive • Reston, VA 20191 • U.S.A.

Vacancy Advertisement No. 05/24

“Administrative Assistant for Rent Allowance” with the Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada in Reston, VA

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|--------------------------|---------------------------|--------------------------|---|------------------|
| File No. RP 2 – 05-24 | Your contact Mr. Knoll | Phone +1 703 390 3125 | E-mail BWVStUSACAPersonal@bundeswehr.org | Date 07/01/24 |
|--------------------------|---------------------------|--------------------------|---|------------------|

The Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada (FRG ODA USA/CA) is seeking to fill, at the earliest possible date, the position of an **“Administrative Assistant for Rent Allowance”** in Reston, VA. This is a 40 hours per week position.

Responsibilities:

- Approve and make payable ancillary rental costs for all garrison areas in the United States and Canada
- Approve and make payable interest-free salary advances
- Provide support for the processing of rent allowance applications
- Calculate and make payable rent allowance advances
- Advise applicants in rent allowance matters for all garrison areas in the United States and Canada (as a stand-in)

Qualification requirements:

- Business fluent in German and English, both spoken and written
- Proficiency in using the MS Office standard software products

Desirable:

- Successfully completed vocational training in the areas of office management, general administration or similar **or** several years of relevant work experience

Personal requirements:

- Valid U.S. residence and work permit
- Passing a security vetting (background check)
- Reliable and diligent manner of working
- Resilience
- Ability to work as part of a team



**FEDERAL REPUBLIC OF
GERMANY
OFFICE OF DEFENSE
ADMINISTRATION, U.S.A.
AND CANADA**

RP 2 HUMAN RESOURCES

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BUNDESWEHR

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 \$ 4,560.42 gross per month (German *Entgeltgruppe 6* 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, applicants give their consent to undergoing the background check.

Please include in your application a detailed résumé (including all previous employment), copies of your 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. The Bundeswehr is unable to provide sponsorship. For organizational reasons, please provide a valid e-mail address and a daytime telephone number in your application.

Please note that the FRG ODA USA/CA will only consider complete applications received before the deadline. Only those applicants selected to be invited for an interview will be contacted. Interviews are expected to be scheduled for **mid July**.

Kindly submit your application by USPS or e-mail **to the following address** no later than **July 14, 2024**:

Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada
RP 2 – Human Resources
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BWVStUSACAPersonal@bundeswehr.org
+1 703-390-3125/-3127 (Mr. Knoll/Ms. Tahmas)

For the Director

Fabian Knoll