

Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada
11150 Sunrise Valley Drive • Reston, VA 20191 • USA

Vacancy Advertisement No. 06/23

“Office Clerk Social Services Office” with Federal Republic of Germany Office of Defense Administration, USA and Canada in Reston, VA

File No.	Your contact	Phone	E-mail	Date
RP 2 – 06/23	Mr. Knoll	+1 703 390-3125	BWVStUSACAPersonal@bundeswehr.org	09/08/23

The Legal Affairs and Human Resources Section, RP 3 (Social Services) Subsection of the Federal Republic of Germany Office of Defense Administration, USA and Canada (FRG ODA USA/CA) is seeking to fill, at the earliest possible date, the position of an **Office Clerk Social Services Office** for its Reston, Virginia duty station. This is a 40 hours per week position.

Responsibilities:

- Point of contact of Social Services Subsection
- Process incoming and outgoing mail with due regard to the particular requirements of highly sensitive personal data
- Organize routine duty operations, including appointment coordination, maintaining the appointment calendar and verifying appointments
- Handle routine correspondence in English and German
- Assist in processing individual cases
- Maintain attendance and absence reports of the Subsection
- Prepare and follow up on temporary duty travel
- Maintain files and registry and ensure compliance with data protection

Qualification requirements:

- Business fluent proficiency in German and English (speaking and writing)
- Proficiency in using the MS Office standard software products

Desirable:

- Successful completion of vocational training in the area of personnel management, office management, general administration, or similar
- **or** several years of relevant work experience



**FEDERAL REPUBLIC OF
GERMANY
OFFICE OF DEFENSE
ADMINISTRATION,
USA AND CANADA**

RP 2 HUMAN RESOURCES

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WWW.BUNDESWEHR.DE

Personal requirements:

- Valid U.S. work and residence permit
- Confidentiality regarding HR matters
- Service orientation and pleasure in communicating
- Independent and diligent way of working

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 \$ 4,196.42 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 **end of September**.

Kindly submit your application by USPS or e-mail **to the following address** no later than **September 21, 2023**:

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

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+1 703-390-3125/-3127 (Mr. Knoll/Ms. Tahmas)

For the Director

Fabian Knoll