

Federal Republic of Germany Office of Defense Administration, USA and Canada

11150 Sunrise Valley Drive • Reston, VA 20191 • USA

Vacancy Advertisement No. 10/24

“Administrative Assistant School Allowance Abroad” with the Federal Republic of Germany Office of Defense Administration, USA and Canada

File reference	Your contact	Phone	E-mail	Date
RP 2 – 10/2024	Ms. Subramanian	+1 703 390 3125	BWVStUSACAPersonal@bundeswehr.org	November 4, 2024

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 **“Administrative Assistant School Allowance Abroad”** in Reston, VA. This is a 40 hours per week position.

Responsibilities:

- Check and approve requests for school allowance abroad
- Prepare and keep administrative files and statistics
- Support and guide the personnel of the German Armed Forces (Bundeswehr) agencies of the DC area in finding accommodation.
- Counsel and assist personnel in search of accommodation within the area of responsibility of the Federal Republic of Germany Office of Defense Administration
- Conduct internet searches for personnel in search of accommodation at other locations in the US and Canada.

Qualification requirements:

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

Desirable:

- Successfully completed professional training in the areas of office management, general administration or similar **or** several years of relevant work experience
- Knowledge of the German and American school system

Personal requirements:

- Valid U.S. work and residence permit
- Passing a security vetting (background check)
- Reliable and diligent manner of working
- Willingness to be on call, also on weekends



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

RP 2 HUMAN RESOURCES

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- Driver license class “D”
- Resilience
- Ability to work in a team

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 agencies in the United States.

The starting salary in this position is \$ 4.560,04 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 resumé (including all previous employment), copies of your references as well as certificates of your completed professional 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 **early December**.

Kindly submit your application by USPS or e-mail **to the following address** no later than **November 18, 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/-3126 (Ms. Subramanian /Ms. Tahmas)

For the Director

Subramanian