



Strategic Command

GEO LEC HR
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BFPO 16

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1st September 2020

Reference: **GC/DEP/2020/21**

EMPLOYMENT VACANCY (DEPENDANT)

1. This post is available to candidates who meet the criteria laid down in Art I (1)(b) and (c) of the NATO SOFA, i.e. civilian personnel accompanying the British Force and who are not 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 the agency Germany Central **Sennelager**. It would be appreciated if this circular could be displayed on unit civil labour notice boards so that interested applicants may apply.

Unit	Post/Grade/Hours	Closing date for applications	Applications in writing to
Attenborough School	Assistant Business Manager CS4A, 35HPW	11.09.2020	GEO LEC HR BFPO 16

Start date: ASAP (subject to provisional security clearance).

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:

- Financial qualification/relevant experience
- Excellent numeracy and literacy skills
- Sufficient knowledge of IT equipment and the ability to use standard Microsoft products with extensive experience in Excel
- Experience working in a busy office

5. Please note that this is a term time only position with working hours are from 0800 – 1530hrs each day.

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

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

British Army (Germany) 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.

Recruiter

Distribution:

Bfgnet.de

Information: