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|  | GEO LEC HR  Bld 139 Normandy Barracks  Sennelager  BFPO 16 | |
| Telephone MOD:  Skype  E-mail: | +49 (0)5254 982 2258  +44 3001 578 080  [GSO-GEO-LECHR-Sen-GpMailbox@mod.gov.uk](mailto:GSO-GEO-LECHR-Sen-GpMailbox@mod.gov.uk) |
| 17 October 2024 |  | |

**Reference: GC/DEP/2024/22**

# EMPLOYMENT VACANCY (DEPENDANT)

1. **This post is available to candidates who in the first instance meet the criteria of dependant as presented in Art I.1.c of the NATO SOFA. The employing model type, Art I.1.b, presents further restrictions on eligibility as any applicant cannot be 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 **Paderborn / Sennelager**. It would be appreciated if this circular could be displayed on unit civil labour notice boards so that interested applicants may apply.

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###### Unit Post/Grade/Hours Closing date

**for applications**

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Germany Enabling Bill Payment Clerk 31.10.2024 Office (GEO) C4 25 hpw

Start date: asap, vetting dependent

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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:

* Knowledge and experience in IT systems and the use of SharePoint Online and Office 365, especially databases and spreadsheets.
* Sufficient knowledge of the English language (both verbal and written).
* Ability to work in a well organised, accurate and reliable manner.
* Ability to work independently.
* Ability to work with people and management at all levels.
* Good communication skills.

5. The following qualifications / experience are desirable:

* + Experience in MoD bill payment processes (Contracting – Purchasing and Finance (CP&F), Miscellaneous Bills and others). Training can be given.
  + Relevant experience in finance/administrative field of activity.
* Class B driving licence.

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](mailto: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 Germany 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.

7. Please also be aware that the working hours listed for the vacancy advertised are not fixed and should not stop you from applying. Flexible working patterns are encouraged and, where the job will allow, we may be able to change the hours to suit your personal circumstances. When applying, please state your availability in Part A4 of the job application form.

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

***Germany Enabling Office 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.***