

# Vacancy Notice

Vacancy Numbers:	<b>17006-17008</b>
Grade:	<b>LWR (PW3)</b>
Title:	<b>Guard/Staff Assistant (Reception)</b>
Division/Office:	<b>Civil Guard Section, International Military Police &amp; Civil Guard Branch, Security Squadron, Base Support Wing</b>
NATO Body:	<b>HQ NAEW&amp;C Force GK</b>
Country:	<b>Germany</b>
Closing Date:	<b>03 May 2017</b>
Point of Contact:	<b>Mr. R. Gülpen 02451-632341 Mrs. S. Janshoff 02451-632344</b>

## **BACKGROUND:**

The E-3A Component Commander is responsible for maintaining the readiness of all elements of the NATO E-3A Component to support operational employment of the NATO E-3A Airborne Warning and Control System (AWACS) aircraft as directed by SACEUR through the Commander, Air Command Ramstein. The Base Support Wing (BSW) is responsible to the E-3A Component Commander for the effective operation of all E-3A peculiar MOB base support functions including the supervision of those covered in Host Nation Support Agreements. The Security Squadron provides 24/7 base security including base entry, flight line security, restricted area and base perimeter control for the MOB. The International Military Police (IMP) & Civil Guard (CG) Branch provides base-wide Military Police and Guard service. Acts as advisor in all IMP and related security matters. Assists in planning and conducting special projects. Is the liaison office to local German and Dutch police and customs authorities as well as other military headquarters' military police. The Civil Guard Section provides access control and perimeter and flight line security. The incumbent is responsible for the administration, control, issuing and withdrawal of all entry passes and monitors access, security surveillance, and intrusion detection systems for restricted and base perimeter areas. He/she performs MOB perimeter and on base guarding duties including restricted areas and MOB as well as Base building/installation access points. Performs vehicle and foot patrols with or without NWD and acts as a member and acts as a member of response teams.

## **THE ROLE:**

### **The incumbent's duties are:**

- Issuing Component Daily Visitor Passes and Component Vehicle Parking Permits;
- Preparing and distributing all Visitor Base Access lists for all Daily, Weekly, Monthly and Yearly Access e.g. for PAO visits, Private Functions and Frequent Deliveries;
- Issuing Duty and or Private Related Extended Entry Passes and Restricted area badges prepared by Pass & ID Office;
- Preparing and distributing Contractor Construction Base Access Lists from BLB;
- Preparing and Distributing Access lists for Taxi's, Bus and Armoured Value Transport;
- Distribution of Room Keys issued by Billeting;
- Exchanging of documents of visitors;
- Performing Access Control through Personal Document Identification exchange (ID Card Book) for the issuance of Daily Visitor Passes and Vehicle Parking Permits;
- Performing Administrative Filing in relation to Visitor and Vehicle Documentation after Pass Exchange and Vehicle Registration;
- Preparing end of day reports;
- Keeping close contact with Component Agencies in relation to Visitor Access Procedures;

- Guarding the MOB, especially base restricted areas to:
  - prevent unauthorized entry, sabotage, destruction, espionage, theft, breaches of the prohibition of photography, etc.;
  - protect the physical security of MOB buildings/installations and E-3A Component resources, and Execution of base guarding duties, including: Base perimeter, restricted area and flight line access control, vehicle and foot patrols and an effective employment of NATO Working Dogs, alarm monitoring, detection and response and other principal duties, defined according to the current version of the "Civil Guard Handbook".

## **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

### **Professional/Experience**

Proven job related knowledge acquired through at least two years job related experience.

### **Education/Training**

Secondary education and completed basic vocational training in a guarding

OR

security related field or secondary education and completed basic vocational training with at least 4 years post/job related experience.

Driving License equivalent to European Class B.

**The work, both oral and written, in this post and in this headquarters as a whole, is conducted mainly in English and sufficient proficiency is therefore essential.**

**Additionally, for this post a sufficient proficiency of German is required.**

## **THE FOLLOWING WOULD BE CONSIDERED AN ADVANTAGE**

### **Professional/Experience**

Experience working in an international/military environment.

Previous full time professional experience in guarding and/or handling and working with (incl. agitation) guard dogs.

### **Education/Training**

Certified Dog Handler.

### **Language**

Dutch

## **HOW TO APPLY**

Please visit our website: [www.awacs.nato.int](http://www.awacs.nato.int) to retrieve:

1. HQ NAEW&C Force GK Application Form **and** a
2. Post Requirements Form

Applications shall include only documentary evidence of the educational and vocational requirements as listed under essential qualifications (in one single .pdf). Any documentation submitted in a language other than English must be accompanied by at least an unofficial translation.

**Email this package to:**

[recruitment@naew.nato.int](mailto:recruitment@naew.nato.int)

**Prior to 03 May 2017**

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## INFORMATIONSBLETT FÜR BEWERBER

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Grundlage für die Entlohnung und Arbeitsbedingungen ist der "TV NATO" in Verbindung mit dem "TARIFVERTRAG FÜR DIE ARBEITNEHMER BEI DEN STATIONIERUNGSKRÄFTEN IM GEBIET DER BUNDESREPUBLIK DEUTSCHLAND (TV AL II)". Nachstehende Informationen sind dem TV NATO / TV AL II auszugsweise entnommen.

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Tätigkeit : **GUARD / STAFF ASSISTANT (RECEPTION)**  
Eingruppierung : P(W)-3  
Monatsarbeitszeit : bis zu 208 Stunden

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A) Vergütung	Grundlohn	€	2.665,27
	Funktionszulage	€	266,53
	Wechselschichtzulage	€	40,00
	Erschwerniszulage	€	24,34
<b>Gesamtbrutto</b>		<b>€</b>	<b>2.996,14</b>

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B) Zusatzversorgung : Die Zusatzversorgung beträgt **2,50 %** des zusatzversorgungspflichtigen Entgelts. Dieser Betrag wird nicht ausgezahlt und ist steuer- und sozialversicherungspflichtig. Er wird direkt vom Arbeitgeber auf ein Lebensversicherungskonto bei der ERGO-Versicherungs-AG zu Gunsten des Arbeitnehmers einbezahlt.

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C) Urlaubsgeld : Das Urlaubsgeld beträgt **2,00 %** des tatsächlichen Arbeitsverdienstes für die dem 1. Mai vorangehenden zwölf Monate. Die Auszahlung erfolgt im **Mai** des jeweiligen Jahres unter der Voraussetzung, dass der Arbeitnehmer am 30. April die Probezeit abgeschlossen hat und am Auszahlungstag 4 Monate beschäftigt ist.

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D) Weihnachtsgeld : Das Weihnachtsgeld beträgt **6,33 %** des anrechenbaren Arbeitsverdienstes für die dem 1. November vorangehenden zwölf Kalendermonate. Das Weihnachtsgeld wird mit dem Arbeitsverdienst für den Monat November ausgezahlt unter der Voraussetzung, dass der Arbeitnehmer am 31. Oktober die Probezeit abgeschlossen hat und am Auszahlungstag 4 Monate beschäftigt ist.

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E) Vermögenswirksame Leistungen : Arbeitnehmer haben einen Anspruch auf einen Arbeitgeberanteil zu den Vermögenswirksamen Leistungen in Höhe von **EUR 30,00** pro Monat.

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F) Erholungsurlaub : Der Urlaubsanspruch beträgt **23 Schichten/Jahr** = 6 Wochen. Erholungsurlaub kann erstmals 6 Monate nach Beginn des Beschäftigungsverhältnisses in Anspruch genommen werden.

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G) Probezeit : Die Probezeit beträgt **3 Monate**.

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Sollten Sie noch weitere Fragen haben oder zu o.g. Angaben weitergehende Erläuterungen benötigen, wenden Sie sich bitte an das zuständige Personalbüro (FHMCL), Gebäude 72, Raum 2,13 Telefon-Nr. 02451-632335 oder 632326.

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