

Vacancy Notice

Vacancy Number:	23017
Grade:	LWR
Title:	Supply Clerk
Division/Office:	Receiving Section, Materiel Storage & Distribution Branch, Logistics Support Squadron, Logistics Wing
NATO Body:	HQ NAEW&C Force GK
Country:	Germany
Closing Date:	17 October 2023
Point of Contact:	Mr. R. Gülpen 02451-63 1553 Mrs. S. Janshoff 02451-63 1554

BACKGROUND:

The Logistic Support Squadron is responsible for establishing and implementing inventory management procedures and accounting controls for all E-3A peculiar/non-peculiar materiel assets assigned to the Main Operating Base (MOB) and all Forward Operating Bases/Location (FOBs/FOL), as well as DOB/L.

The Material Storage & Distribution Branch is responsible for proper receipt, issue, storage, warehousing and materiel handling for all peculiar and non-peculiar items and equipment. The Receiving Section processes the receipt of materiel and is the supply focal point for all customs declaration. The Supply Clerk performs supply activities in support of the Receiving Section.

THE ROLE:

The incumbent's duties are:

- Utilizing the computerized Integrated Logistics Information & Automation System (ILIAS) and taking corrective action upon input/system errors;
- Matching/updating documentation for shipments received; processing incoming freight into the manifest database; Updating Local Purchase and Non Appropriate Funds (NAF) contract files to ensure prompt payment to avoid discount losses;
- Accepting deliveries from freight forwarders and on-/off-base organisations, applying distinctive procedures for shipments received from different sources of supply and for the distribution to none supply organization;
- Coordinating the return of NATO-owned property with on-base organizations and ensuring the proper condition is documented when material is accepted;
- Ensuring the reparability of items for field maintenance repair or depot level repair is processed and corrected to reflect the proper source of repair;
- Preparing functional check - and to be calibrated items for transfer to repair shops.
- Tasking the Pick & Up and Delivery Unit to collect bulky material from on-base organizations;
- Ensuring property received is checked for correct identity, condition, quantity, unit of issue and other related data; reporting irregularities of received materiel to Supply Inspectors; taking corrective actions as instructed;
- Preparing reject reports of discrepant materiel, which cannot be processed in ILIAS;
- Preparing discrepant/misrouted materiel for return-shipment to the source of supply;
- Preparing substitute documentation to comply with established procedures and processing in ILIAS;

- Packing/re-packing of materiel for further distribution;
- Handling of sensitive, delicate and valuable materiel with special care;
- Frequently handling heavy items;
- Securing entrances and emergency doors of warehouses during exercises and times of increased tension;
- Operating/maintaining material-handling equipment;
- Performing dispatcher and general housekeeping duties, including ground snow/ice removal.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

Professional/Experience

General working knowledge of logistical processes as practiced by the commercial freight forwarders and working knowledge of materiel handling at warehouse/depot level acquired through at least 1 year related, current professional experience.

Education/Training

Secondary or equivalent education and completed basic vocational training in a supply or warehouse related field.

Driving License equivalent to European Class B.

Basic Knowledge of Standard Automatic Data Processing (ADP) programmes is required.

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.

Familiarity with a computer-based logistics/ supply management and information system.

Education/Training

Licence for operating materiel-handling equipment. Licence for operating forklifts and warehouse trucks. Education as warehouseman or equivalent.

HOW TO APPLY

Please visit our website: 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

Prior to 17 October 2023

INFORMATIONSBLETT FÜR BEWERBER

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.

Tätigkeit	:	SUPPLY CLERK (Lagerverwalter)
Eingruppierung	:	C-5
Wochenarbeitszeit	:	38.50 Stunden

A) Beispielhafte Vergütung	:	Brutto-Grundgehalt (Stufe 1)	€ 2.813,06
		Brutto-Grundgehalt (Stufe 3)	€ 3.113,38

B) Stufensteigerungen	:	Stufe 1	für die ersten 3 Beschäftigungsmonate
		Stufe 2	für die nächsten 6 Beschäftigungsmonate
		Stufe 3	für die nächsten 9 Beschäftigungsmonate
		Stufe 4	für die nächsten 24 Beschäftigungsmonate
		Stufe 5	für die nächsten 24 Beschäftigungsmonate
		Stufe 6	für die nächsten 24 Beschäftigungsmonate
		Stufe 7	für die nächsten 36 Beschäftigungsmonate
		Endstufe	für jede weitere Beschäftigung

Durchschnittliche Gehaltssteigerung pro Stufe € 143,00

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

D) Zuschläge (Auswahl)	:	Mehrarbeit	bis 5 Stunden pro Woche	25 %
			ab 6. Stunde pro Woche	30 %
		Nachtarbeit	21.00 - 06.00 Uhr	25 %
		Sonntagsarbeit	ohne Freizeitausgleich	50 %
		Feiertagsarbeit	ohne Freizeitausgleich	100 %

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- E) Urlaubsgeld** : Das Urlaubsgeld beträgt **2,00 %** des anrechenbaren Arbeitsverdienstes für die dem 1. Mai vorangehenden zwölf Kalendermonate.
Das Urlaubsgeld wird mit dem Arbeitsverdienst für den Monat Mai ausgezahlt unter der Voraussetzung, dass der Arbeitnehmer die Probezeit abgeschlossen hat und am Auszahlungstag 4 Monate beschäftigt ist.
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- F) 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 die Probezeit abgeschlossen hat und am Auszahlungstag 4 Monate beschäftigt ist
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- G) Vermögenswirksame Leistungen** : Arbeitnehmer haben einen Anspruch auf VL in Höhe von **€ 30,00** pro Monat
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- H) Erholungsurlaub** : Der Urlaubsanspruch beträgt **30 Tage/Jahr** = 6 Wochen. Erholungsurlaub kann erstmals 6 Monate nach Beginn des Beschäftigungsverhältnisses in Anspruch genommen werden.
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- I) 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 62, Raum 120, Telefon-Nr. 02451 63-1542 oder 63-1543**.

POST REQUIREMENTS FORM

Post Title: Guard

Grade: LWR

Advertisement Numbers: 23017

Dear Applicant,

This form has been specifically designed to aid the Civilian Personnel Selection Board (CPSB) in ascertaining whether or not you meet the essential and desirable qualification requirements of the aforementioned post as advertised. If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each advertisement.

This form consists of 2 parts. You are required to make entries in all blocks in both parts under “B” below.

Part 1 lists the Essential Qualifications of the above post (with the exception of security clearance). In completing each block under “B” in part 1, **you must provide factual information stating how you meet the respective essential qualifications quoted under “A”.**

IMPORTANT: Normally the CPSB will only consider the applications of candidates fully meeting all the essential qualifications of the job description. When no candidates apply who meet all the essential qualifications, the board may decide to consider candidates not possessing all of the essential qualifications.

Part 2 lists the Desirable Qualifications of the above post. In completing each block under “B” in part 2, you must either provide factual information stating how you meet the respective desirable qualification quoted under “A” or indicate that you do not meet it.

For more information about this post you are kindly advised to refer to the official advertisement.

This form is to be completed by computer, typewriter or in clearly legible handwriting and is to be returned to the Civilian Recruitment/Services Section.

Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.

PART 1 ESSENTIAL QUALIFICATIONS

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
Professional/Experience	
General working knowledge of logistical processes as practiced by the commercial freight forwarders and working knowledge of materiel handling at warehouse/depot level acquired through at least 1 year related, current professional experience.	
Education/Training <small>(Please attach copies of all relevant diplomas, certificates, etc.)</small>	
Secondary or equivalent education and completed basic vocational training in a supply or warehouse related field.	
Driving License equivalent to European Class B.	
Language <small>The levels of language proficiency are listed in the following sequence: Listening, Speaking, Reading, and Writing. Level 1 = Elementary; Level 2 = Fair (limited working); Level 3 = Good (minimum professional); Level 4 = Very Good (full professional); Level 5 = Excellent (native/bilingual)</small>	
English 2221	
German 2221	

Standard Automated Data Processing (ADP) Knowledge

The four NATO standards of ADP Knowledge are: No Knowledge, Basic Knowledge, Working Knowledge, and Advanced Knowledge.
(Please attach copies of relevant diplomas, certificates, etc).

Word Processing:	Basic Knowledge	Word Processing:
Spreadsheet:	Basic Knowledge	Spreadsheet:
Database:	Basic Knowledge	Database:
E-Mail Client/Web Browser:	Basic Knowledge	E-Mail Client/Web Browser:

PART 2
DESIRABLE QUALIFICATIONS

Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Professional/Experience	
Experience working in an international/military environment.	
Familiarity with a computer-based logistics/supply management and information system.	
Education/Training <small>(Please attach copies of all relevant diplomas, certificates, etc.</small>	
Licence for operating materiel-handling equipment.	
Licence for operating forklifts and warehouse trucks.	
Education as warehouseman or equivalent.	
Language <small>The levels of language proficiency are listed in the following sequence: Listening, Speaking, Reading, and Writing. Level 1 = Elementary; Level 2 = Fair (limited working); Level 3 = Good (minimum professional); Level 4 = Very Good (full professional); Level 5 = Excellent (native/bilingual)</small>	
English 3322	
German 3322	

“I understand that the information provided by me above will be used in determining my qualifications for possible employment with the HQ NAEW&C Force GK. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination.”

Full Name (in Print)

(Signature)

(Date)