

Vacancy Notice

Post Number:	OGK DVM 2110
Vacancy Number:	12004
Grade:	LWR
Title:	Guard
Division/Office:	IMP & Civil Guard Section, Security Branch, Base Support Division
NATO Body:	NAEW&CF E-3A Component Geilenkirchen
Country:	Germany
Closing Date:	21 February 2012
Point of Contact:	Mr. R. Gülpen, 02451-632340 Mr. J. Simon, 02451-632343

1. GENERAL:

Applications are invited for the post listed above. This post is due to be filled as soon as possible after 31 March 2012.

The E-3A Component reserves the right to select personnel for future identical vacancies from among the candidates who apply on account of this advertisement.

Applicants are required to strictly adhere to the instructions on how to apply (paragraph 11) in order to ensure that their applications receive full and proper consideration.

Please note that only applicants who succeed in the initial screening will receive a response. In order to follow the status of a vacancy please refer to our web site www.e3a.nato.int.

Due to prevailing circumstances, potential candidates are herewith informed that this recruitment process may well have to be curtailed prematurely at any point in the future, depending on the nature of ongoing developments and decisions regarding organizational, structural, or financial issues or for any other valid reasons. Consequently there can be no guarantee that selected candidates will actually be appointed to these posts.

Any future employment at the E-3A Component may be affected by possible changes to the establishment and/or new contract policy.

Normally the Civilian Personnel Selection Board 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. If such candidates are selected, they will be appointed at a lower grade and their employment contract will stipulate the conditions under which the grade attached to the post can be granted and the employment contract confirmed.

2. POST CONTEXT:

The NAEW&CF E-3A Component is a multinational NATO Command Force providing an airborne early warning and control (AEW&C) capability in support of Alliance objectives. The Base Support Division is responsible for maintaining the Main Operating Base (MOB) Geilenkirchen as a NATO installation and to support base and E-3A Component operations. The Security Branch provides a 24-hour, 7-days/week security service

including base entry, flight line security, restricted area, administration area and base perimeter control.

The Military Police and Civil Guards Section provides base-wide military police, civil guard and traffic control service and is the office of primary responsibility (OPR) and advisor in all military police and related security matters. The Civil Guard Cell is responsible for the administrative control, the appropriate training and qualification as well as the day-to-day employment of Civil Guard (CG) personnel. Operates the NATO working dog (NWD) kennels, assists in planning and conducting of special projects. Responsible for dog feeding, including food storage and preparation. Ensures that kennels, training materiel, allocated equipment and dogs are in good condition. The Guard performs MOB perimeter and on base guarding duties including restricted areas and Main Operating Base (MOB) as well as base building/installation access points. Performs vehicle and foot patrols with or without NWD and acts as a member of response teams. Monitors access and security surveillance systems for restricted and base perimeter areas.

3. REPORTS TO:

The Chief, Civil Guard Cell or designated supervisor.

4. PRINCIPAL DUTIES: Responsible for:

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,
- support MOB fire prevention;

Performing MOB access control duties at the base access gates, Restricted Area Alpha and, as necessary, at building/infrastructure and other base area entrances;

Performing vehicle/foot patrols with or without NATO working dogs (NWDs);

Acting as member of a security Response Team in close coordination with International Military Police (IMP) personnel inside the base perimeter;

Controlling, issuing and exchanging passes and permits;

Monitoring restricted area and base perimeter video and electronic surveillance systems; monitoring and operating computerized access systems;

Initiating prescribed actions upon surveillance system alerts as well as malfunctions of sluices and alarm devices;

Handling and taking care of weapons, radios, vehicles, and other specialist equipment;

Catering for as well as practising with and exercising the NWDs on a regular basis;

Maintaining positive control over NWDs at all times and applying appropriate safety measures to protect NWDs as well as persons coming in contact with NWDs;

Assisting in crowd control and confrontation management as well as in searches for suspects or suspicious objects, both indoors and outdoors, inside the base perimeter;

Performing combined/mutual duties with IMP personnel (e.g. during increased security postures, vehicle controls, high risk vehicle stops, building and area searches, etc.);

Performing dispatcher and general housekeeping duties, including - as required - ground snow/ice removal in assigned working areas.

5. ADDITIONAL DUTIES: Responsible for:

Performs other related duties as assigned commensurate with the trade and grade; Is required, at the discretion of the employer, to undertake Duty Travel (TDY);

May be required to participate in exercises, contingency and emergency operations. In this context, will be required to wear protective clothing/ equipment unless exempted for medical reasons. During these periods, may, at the discretion of the employer, also be required to temporarily perform duties outside the normal scope of this job description and/or to work extended hours to support mission accomplishment;
Is responsible to maintain a level of personal fitness appropriate to the assigned duties and responsibilities;
Attends, as directed, additional training courses/programmes relevant to the mentioned duties.

6. ESSENTIAL QUALIFICATIONS:

a. Professional/Experience:

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

b. Education/Training:

Secondary education and completed basic vocational training in a guarding or security related field. Driving license equivalent to European Class B.

c. Security Clearance:

NATO Secret

d. Language: Standard NATO Language Profile (SLP).

The 4-digit SLP refers to **listening, speaking, reading** and **writing** in that sequence; the level number stands for: 1–Elementary; 2–Fair (limited working); 3–Good (minimum professional); 4–Very Good (full professional); 5–Excellent (native/bilingual)
English 2211
German 2222

Note: The work, both oral and written, in this post and in this headquarters as a whole, is conducted mainly in English.

e. Standard Automated Data Processing (ADP) Knowledge:

The four NATO standards of ADP Knowledge are: No Knowledge, Basic Knowledge, Working Knowledge, and Advanced Knowledge.

Word Processing:	Basic Knowledge
Spreadsheet:	Basic Knowledge
Graphics Presentation:	No Knowledge
Database:	No Knowledge
E-Mail Client/Web Browser:	Basic Knowledge
Web Content Management:	No Knowledge

f. Physical/Medical Prerequisites:

Must fulfill medical prerequisites of occupational health code as specified in the E-3A Component's Occupational Health Examination Programme. Good physical constitution and fitness and mental alertness. Must neither be allergic to dogs nor afraid of mid-sized dogs (e.g. "German Shepherds").

7. DESIRABLE QUALIFICATIONS:

a. Professional/Experience:

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

b. Education/Training:

Certified dog handler.

c. Language (SLP Listening, Speaking, Reading, and Writing):

Dutch

8. LWR POSTS:

Work Environment:

Work is performed both indoors and outdoors in all weather conditions on the premises of a military air base. Depending on duty assignment the incumbent is required to routinely perform work utilising Personal Computer and/or computerized alert and surveillance systems incl. monitors. Is required to wear and/or carry specialist security forces clothing/equipment. May be exposed to higher noise levels and aircraft fumes. Moderate risk of occupational illness. Work schedules and duty assignments may require short notice adjustment to accommodate changing personnel requirements owing to base security postures.

Shift work:

Yes. May be required to work irregular shift cycles.

9. REMARKS:

For continuation of employment as guard the incumbent must successfully complete the Civil Guard Basic Course and the NATO Working Dog Dog-Handler Course. The probationary period may therefore have to be extended.

10. SALARY AND CONDITIONS OF EMPLOYMENT:

Salary and conditions of employment will be in accordance with the Collective Tariff Agreement (CTA II). The place of duty will be at the NATO Air Base Teveren, near Geilenkirchen, Germany.

11. APPLICATION PACKAGES (Hereinafter referred to as Applications):

PLEASE READ CAREFULLY (How to Apply)

Candidates are requested to strictly adhere to the following instructions:

a. Applications must be forwarded to the following address:

NAEW&CF E-3A Component
Civilian Recruitment/Services Section
Post Box 411008
D-52511 Geilenkirchen

b. Applications must quote the above-mentioned post and advertisement numbers.

c. Only applications containing complete and pertinent information and documentation will be taken into consideration. As a minimum, application packages must include a fully completed NAEW&CF E-3A Component Application Form and a fully completed Post

Requirements Form (both forms can be obtained on the following Internet site: www.e3a.nato.int). Candidates must answer every question on both forms completely in English. Expressions such as please see attached CV, please see annex, please see enclosed document, etc. are not acceptable.

d. Applications must also include documentary evidence of the educational and vocational requirements as listed under essential qualifications. Applicants are further requested to supply documentary evidence in support of the statements made in the application (such as certificates of other education/training, evaluation sheets, job descriptions, letters of appreciation/recommendation, etc.). Do not submit the original texts of references or testimonials. Any documentation submitted in a language other than English must be accompanied by at least an unofficial translation.

e. Applications should be submitted by normal mail (serving NATO civilian staff members from outside the NAEW&CF E-3A Component must send their applications through their Civilian Personnel Office; German military personnel and German civil servants must send their applications through BMVg PSZ II 7 in accordance with ZDv 14/5) to reach the above address not later than the above-mentioned closing date in order to be considered.