

Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada

11150 Sunrise Valley Drive • Reston, VA 20191 • U.S.A.

Vacancy Advertisement No. 01/23

“IT-Service Specialist” with the Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada, Reston, VA

File No.	Your contact	Phone	E-mail	Date
RP 2 - 01/23	Mr. Knoll	+1 703 390 3125	BWVStUSACAPersonal@bundeswehr.org	07/17/2023

The Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada (FRG ODA USA/CA) – IT Service Center Section is seeking to fill, at the earliest possible date, the position of an **“IT-Service Specialist”** in Reston, VA. This is a 40 hours per week position.

Responsibilities:

- Set up, administer and configure Windows servers and server services within the area of responsibility of the IT Service Center for all duty stations in the United States and Canada
- Administer the Active Directory Domain with graphic tools and PowerShell
- Software and patch management using SCCM
- 2nd level support in the area of printer service, file service, DHCP, IIS and SCCM
- Monitor, maintain, set up and configure servers within the entire area of responsibility
- Assist with further development of the IT system and prepare system documentation

Qualification requirements:

- Successfully completed professional training in the areas of computer science, system integration or similar
- **or** several years of relevant work experience
- Business fluent in German and English, both spoken and written

Desirable:

- Practical experience with administering, configuring and troubleshooting CISCO routers and switches
- Practical experience with administering Microsoft Active Directory and Microsoft Server operating systems
- Basic knowledge of Linux operating systems
- Basic knowledge of network security



**FEDERAL REPUBLIC OF GERMANY
OFFICE OF DEFENSE
ADMINISTRATION, U.S.A.
AND CANADA**

RP 2 HUMAN RESOURCES

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Personal requirements:

- Valid U.S. residence and work permit
- Passing a security vetting (background check)
- Willingness to undergo training and follow-on training
- Willingness for on-call duty, also on weekends

The terms of employment, employer-provided benefits as well as duties of the employee will be in accordance with the Employment Agreement and the Policies and Procedures Manual for locally hired employees at Bundeswehr agencies in the United States.

The starting salary in this position is \$ 4,546.12 gross per month (German *Entgeltgruppe 8* based on 40 hours/week). Employer-provided benefits include, among other things, group health insurance, paid holidays, sick leave and paid vacation. Interested personnel already employed with the Bundeswehr in the United States may inquire about the salary at Human Resources RP 2.

The hiring process will entail a background check. By submitting the application, applicants give their consent to undergoing the background check.

Please include in your application a detailed résumé (including all previous employment), copies of your references as well as certificates of your completed professional training and/or professional experience. Applicants who do not have U.S. citizenship or a permanent resident card must provide proof of their valid work permits. The Bundeswehr is unable to provide sponsorship. For organizational reasons, please provide a valid e-mail address and a daytime telephone number in your application.

Please note that the FRG ODA USA/CA will only consider complete applications received before the deadline. Only those applicants selected to be invited for an interview will be contacted. Interviews are expected to be scheduled for **mid August**.

Kindly submit your application by USPS or e-mail **to the following address** no later than **August 6, 2023**:

Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada
RP 2 – Human Resources
11150 Sunrise Valley Drive
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BWVStUSACAPersonal@bundeswehr.org
+1 703-390-3125/-3127 (Mr. Knoll/Ms. Tahmas)

For the Director

Signed in the original
Fabian Knoll