

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. 02/23

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

File No. RP 2 - 02/23	Your contact Mr. Knoll	Phone +1 703 390 3125	E-mail BWVStUSACAPersonal@bundeswehr.org	Date 07/17/2023
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The Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada (FRG ODA USA/CA) is seeking to fill, at the earliest possible date, the position of a **“Medical Allowance Specialist”** in Reston, VA. This is a 40 hours per week position.

Responsibilities:

- Process medical allowance applications for cases of illness, nursing care and birth pursuant to the German Federal Medical Allowance Regulations (*Bundesbeihilfeverordnung*)
- Process medical care matters for military personnel stationed in the United States and Canada
- Review applications for and entitlements to cost reimbursement
- Independently communicate in writing with public health officers and medical examiners to obtain case-specific expert reports, as well as psychological reports
- Provide advice before and during treatments and provide information on medical allowance entitlements to be expected and on practical processing
- Maintain medical allowance files and administer existing data

Qualification requirements:

- Business fluent in German and English, both spoken and written
- Proficiency in using the MS Office standard software products

Desirable:

- Successfully completed professional training in the areas of office management, general administration or similar **or** several years of relevant work experience

Personal requirements:

- Valid U.S. residence and work permit
- Passing a security vetting (background check)
- Reliable and diligent work ethos
- Resilience
- Ability to work in a team



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

RP 2 HUMAN RESOURCES

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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 resumé (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