

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. 03/23**  
**“Administrative Assistant for Statistics” with**  
**3 German Air Force Training Squadron,**  
**Goodyear, AZ**

File No.	Your contact	Phone	E-mail	Date
RP 2 - 03/23	Mr. Knoll	+1 703 390 3125	BWVStUSACAPersonal@bundeswehr.org	07/18/2023

3./ German Air Force Training Squadron is seeking to fill, from 1 August 2023, the position of an “Administrative Assistant for Statistics”. This is a 40 hours per week position.

**Responsibilities:**

- Document and process statistics on flight times and flight data
- Visually prepare statistics using spreadsheets and diagrams
- Maintain and process flight proficiency records
- Prepare applications for military pilot licenses

**Qualification requirements:**

- Business fluent in German and English, both spoken and written

**Personal requirements:**

- Valid U.S. residence and work permit
- Passing a security vetting (background check)

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 \$ 3,685.85 gross per month (German *Entgeltgruppe 4* 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 vocational 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. 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  
Reston, VA 20191  
BWVStUSACAPersonal@bundeswehr.org  
+1 703-390-3125/-3127 (Mr. Knoll/Ms. Tahmas)

For the Director

*Signed in the original*  
Fabian Knoll