

Notification of a temporary Civilian (Local Wage Rate / LWR-NAF) job opportunity

HQS/UNIT: JFC Brunssum / BSG DUTY LOCATION: Brunssum (NLD)
Family Support, Morale & Welfare

JOB TITLE: Fitness Centre Assistant Manager, NAF LWR grade 2 (Local Civilian Post)

CLOSING DATE: 13 June 2021

DUTIES

Post Context:

Joint Force Headquarters Brunssum is a deployable joint HQ capable to execute effective command and control over an assigned Joint Task Force. The Director of Management (DOM) is responsible to the COS for integrating, coordinating and implementing services and activities to support, facilitate and contribute to the full JFHQ mission spectrum. Base Support Group is responsible for provision, management and co-ordination of all support services that ensure the effective operation of JF HQ and supported entities. Also liaises with HN authorities on all support matters. The Family Support and Morale and Welfare Branch is responsible for the overall direction, management and co-ordination of international community, families and welfare support and the non-appropriated funds generated activities. The Morale and Welfare Section is responsible for overall management and co-ordination of community and welfare support services and activities / programs including non-appropriated funds. The incumbent supports day-to-day running of the Fitness Centre and facilities.

Principal Duties:

- Maintains and manages all office systems. This includes the administration of the 24/7 access system, production of monthly staff work schedules and weekly class timetables.
- Building and resource management; maintenance coordination, inventory control, future project planning and resource acquisition.
- Responsible for developing, organizing, promoting and executing regular fitness centre events and competitions for NATO personnel.
- Responsible for preparing accurate monthly accounts for the vending machine, locker program, 24/7 access program and weekly classes.
- Acts as first line manager to all fitness centre staff.
- Responsible for all aspects of health and safety at work within the fitness centre in accordance with host nation legislation.
- Responsible for implementing and delivering family, support, moral and welfare section policy.
- Responsible for the cleanliness, maintenance and serviceability of the fitness centre and its associated exercise/sporting equipment and machinery (in accordance with manufactures guidelines and Health and Safety at Work legislation).
- Deals with all aspects of customer service.
- Assists with the provision and delivery of events and competitions.
- Receives and schedules bookings for the fitness centre.
- Deals with contractors and suppliers.
- Ensures security is effective.
- Carries out inspections of property and services.
- Required to work indoors and outdoors in mixed environments incorporating routine cleaning duties and manual lifting.
- Responsible for handling and accounting of cash payments.
- Manages 3 Fitness Centre Assistants

QUALIFICATIONS

Essential Qualifications:

1. Professional Experience:

Basic knowledge of Health and Safety regulations (Dutch ARBO law).

Experience working within and maintaining a Fitness Centre, sports/leisure complex and its facilities/grounds.

Ability to comply with health and safety, hygiene and other statutory regulations.

2. Education/Training:

Secondary school education.

Completed training/certified as First Responder Officer (FRO) or willing to be trained.

3. Language Qualifications:

English 'good' (minimum completed secondary education level)

Desirable Qualifications

1. Education/Training:

Qualified Fitness Centre Instructor

2. Language Qualifications:

'Basic' knowledge of Dutch, French and German

Civilian Posts

Personal Attributes

Incumbent must be able to deal with personnel at all levels, show courtesy, tact, diplomacy, mental alertness and service mindedness in dealing with customers. Must be punctual and capable of working unsupervised in a diverse, multinational environment. Ability to think clearly and make quick decisions. Numeracy and logistical planning skills. A professional manner and calm, rational approach. Ability to balance customer and business priorities. Flexibility and a 'can do' mentality. Excellent communication and interpersonal skills, especially when dealing with speakers of other languages.

Guidance: Works under the general supervision of the Staff Assistant (Physical Activities Management) or nominated supervisor.

REMARKS

Successful candidates may be subject to a security investigation by national authorities. (Minimum required is a so called 'Certificate of incorporation' / 'Verklaring omtrent het gedrag')

The successful candidate is required to obtain a BSN (burgerservicenummer) for tax purposes in accordance with the policy, LWR Reg. Art 5.

Please note that NAF LWR vacancies are in the first place meant to be filled by local NATO community member's dependants (HQ JFC Brunssum, NCI Agency, International School, NAPMA, Schinnen, and NAEWF E-3A Geilenkirchen). Others, on condition that they are a national of one of the 30 NATO member countries, may apply, however will only be considered if no qualified local NATO community members are available of which applications of serving HQ JFC Brunssum NAF LWR Staff will be reviewed first.

APPLICATION PROCES

Applicants have to complete the official JFC Application Form that is attached.

Completed official Application Forms quoting the post title should reach the Civilian Personnel Branch at recruitment@jfcbs.nato.int not later than the closing date (13 June 2021).

For the completion of the Application Form please note:

- Application Forms in the initial phase of recruitment are acceptable as softcopies only (no signatures or photograph required).
- A maximum of 4 pages plain paper (A4) may be added to the official Application Form in case, for certain items, more space is required.

- Copies of relevant diploma's/certificates are not to be forwarded until requested. Please note that, once diploma's/certificates will be requested, any such documents, other than in the English, Dutch or German language, should be translated into English and if possible attached as a certified translation. It should be noted that an official institution may assess value and validity of diploma's and certificates.

- In case of multiple applications within the same organization, applicants should send separate applications for each post. On each application they have to refer to the other post(s) in which they are interested and have applied for, listing them in order of their preference.

Only applications completed in accordance with the above instructions will be taken into consideration.

The selected candidate will be offered a definite duration contract for a period of 12 months including a probationary period of 1 month. The contracted number of hours a month will be minimum 10.

The gross hourly wage will be 14,24 euro (all entitlements e.g. annual leave included) in line with NAF LWR grade 2.

Point of contact for all job related questions is MSgt Bajame Kirby, Tf: 0031 45 526 2626.