

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

HQS/UNIT: JFC Brunssum / BSG  
Family Support, Morale & Welfare

DUTY LOCATION: Brunssum (NLD)

JOB TITLE: Instructor English (all levels) JFC Language Program (Local Civilian Post)

CLOSING DATE: 4 June 2023

### **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. 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 Morale and Welfare Section is responsible for overall management and co-ordination of community and welfare support services and activities/programmes including non-appropriated funds. Under supervision of the JFC Language Program Coordinator, the incumbent will teach English language to adult learners from JFCBS or their families.

#### **Reports to:**

JFC Language Program Coordinator.

#### **Principal Duties:**

Teach English language to adult learners (evening school) in reading, writing and the study of grammar as well as actively encourage conversation in the classroom.

Provides classroom instructions for the period as agreed on in the contract.

Plans, coordinates and controls progress of all work in own class.

Arranges class dates and breaks, in consultation with the students.

Makes use of the existing materials (books + CDs) that the students purchased at registration. Is free to use other relevant materials.

Provides relevant information to coordinator and students.

Provides a list of student's attendance + certification at the end of the course.

Reports class cancellation to the coordinator.

Responsible for programming replacement course in case of class cancellation.

Informs and discusses program matters with coordinator.

Abides by all contract provisions.

Contributes to achieving and maintaining quality of service to the community.

Properly operate all equipment and notify the coordinator concerning any unserviceable equipment.

Joins meetings with the teaching team.

Is responsible for keys, doors (gate), classrooms and materials.

### **QUALIFICATIONS**

#### **Essential Qualifications:**

##### **1. Professional Experience:**

Proven teaching experience.

##### **2. Education/Training:**

Degree or equivalent in English OR be a native English speaker.

Higher vocational education or equivalent training in educational field.

Working knowledge general computer applications.

### **Desirable Qualifications**

Experience in teaching of adult learners in an international environment.  
Qualified language teacher.

### **Civilian Posts:**

#### **Personal Attributes**

Incumbent must be able to work alone and in a team environment, to perform assigned duties with attention to courtesy, tact, diplomacy, mental alertness in dealing with cultural differences understanding.

#### **Professional contacts**

He/she must be able to satisfactorily communicate with students, co-workers and management. Maintains relevant contact with students and teaching colleagues. Works directly under the general supervision of the JFC Language Program Coordinator and discusses all program matters and changes/improvisations.

#### **Work environment**

Works under normal conditions in a class room environment. All classes are held at the ICC and as such all teachers have to observe all the rules and regulations as laid down by the ICC management. He/she may be required to work on other locations, only after discussion with the JFC Language Program Coordinator.

### **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 Regulations Article 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, US AG 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 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](mailto:recruitment@jfcbs.nato.int) not later than the closing date (Sunday 4 June 2023).

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 instructor works as an employee for Family Support, Morale & Welfare Branch as part of the JFC Brunssum International Language Program. Contracts are subscribed for one course period for a specific number of hours (48 hours per course per period). Courses run 12 weeks, 1 weekly class (2 hours).

JFC Brunssum International Language Program provides non-credit language courses. Certificates handed to students solely prove completion of a specific course. Instructor's materials will be provided by the program coordinator.

Enrollment of courses depends on registration numbers (min. 8 participants or decision by coordinator). Courses will in principle start in September 2023 and only on condition of sufficient registrations, days: t.b.d. The gross hourly wage will be 16, 21 euro (all entitlements included). Point of contact for job related questions is Mr Pradel Michael, JFC Language Program Coordinator, +31 (0) 637265149.