

**NOTIFICATION OF TEMPORARY CIVILIAN  
(Non-Appropriately Funded – LOCAL WAGE RATE)  
JOB OPPORTUNITY**



**JOB TITLE:** Instructor English (all levels) JFC  
Language Program  
**HQS/UNIT:** JFC Brunssum / Base Support Group  
/ Morale & Welfare (MWA)  
**DUTY LOCATION:** Brunssum (NLD)  
**SALARY SCALE:** NAF LWR 2 (Local Civilian Post)  
**CLOSING DATE:** 5 January 2025

**ABOUT POSITION:**

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 Chief of Staff (COS) for integrating, coordinating and implementing services and activities to support, facilitate and contribute to the full JFHQ mission spectrum.

Base Support Group (BSG) is responsible for provision, management and co-ordination of all support services that ensure the effective operation of JFC HQ and supported entities. Also liaises with Host Nation (HN) authorities on all support matters.

The Family Support and Morale and Welfare Branch (within BSG) is responsible for the overall direction, management and co-ordination of international community, families and welfare support and the non-appropriated funds (NAF) generated activities (<https://www.jfcbrunssum.com>).

The Morale and Welfare Section within this Family Support and Morale and Welfare Branch, 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.

**THE DUTIES OF INSTRUCTOR ENGLISH LANGUAGE PROGRAM ARE:**

- 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.

#### **THE ESSENTIAL QUALIFICATIONS FOR THE POSITION ARE:**

- Proven teaching experience
- 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 ARE:**

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

#### **SUCCESSFUL CANDIDATE POSSESSES FOLLOWING PERSONAL ATRIBUTES:**

- ✓ Ability to work well with others in a diverse, multinational environment
- ✓ Ability to deal with personnel, customers and students to our activities at all levels and ages, in a correct manner: show courtesy, tact, diplomacy, mental alertness, service mindedness and understanding approach with cultural differences
- ✓ Possesses the ability to self-start and work successfully with no or limited supervision

#### **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). Dependants of serving NCI Agency, NAPMA or NAEWF E-3A Geilenkirchen staff members that hold a NON-EU nationality / citizenship (ALB, CAN, GBR, TUR or USA) need to apply themselves for a work permit. In accordance with NLD legislation, this work permit is required before a NAF LWR employment contract can be awarded.

External candidates, on condition that they are a national of one of the 32 NATO member countries, may apply, however will only be considered if no qualified local NATO community members are available of which eligible applications of serving HQ JFC Brunssum NAF LWR Staff will be reviewed first.

## **APPLICATION PROCESS:**

Applicants have to complete the Application Form NAF LWR.

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 5 January 2025).

For the completion of the Application Form please note:

- Application Forms in the initial phase of recruitment are acceptable as softcopies only (no signature required).
- A maximum of 2 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 Title of the post(s) in which they are interested and have applied for, listing them in order of their preference.

**Applications, which are 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) and a maximum of 3 make-up classes (2 hours). Classes will have 30 minutes of preparation and 30 minutes of teardown time assigned. Classes requiring more preparation/teardown time will be pre-coordinated for approval.

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. Enrolment of courses depends on registration numbers (min. 8 participants or decision by coordinator).

Courses will in principle start in February 2025 and only on condition of sufficient registrations, days: t.b.d.

The gross hourly wage will be **17,19 euro** (all entitlements included).

**Point of contact** for all job related questions is:

Language Coordinator Mrs. Lourdes Diez Ruiz

email: [jfclanguageprogram@gmail.com](mailto:jfclanguageprogram@gmail.com) or tel: 00 31 45 526 3188