



**ARMY**

# BRITISH FORCES BRUNEI ADMINISTRATIVE ASSISTANTS



**Job reference:** LPPO/13-22  
**Location:** British Forces Brunei, Brunei Garrison, Seria  
**Eligibility:** Yellow and Red/Purple ID Card holders having the required qualifications and competences.  
**Hours of work:** 40 hours per week  
**Pay Band:** Band 4  
**Working pattern:** Monday to Friday (although some roles may require flexible hours to include Saturday work)  
**Contract type:** Permanent on satisfactory completion of a probation period  
**Closing date:** 1200hrs on Monday 11<sup>th</sup> April 2022

## About the roles:

British Forces Brunei (BFB) has some exciting opportunities for well-organised and enthusiastic administrators to join our diverse team of dedicated Locally Engaged Civilians at Brunei Garrison, Seria.

If you are hard working and a strong communicator then working at BFB can provide you with an excellent career opportunity. You will have potential for training and development across a range of our business areas and we will prepare you for promotion opportunities as you develop in our inclusive and supportive workplace.

## Duties to include:

BFB has current vacancies and upcoming opportunities available in various administrative roles. You will provide a range of administrative assistance to your business area on appointment to your initial role at BFB. These currently include administrative roles in HR, Finance, Travel Management, Purchasing, Stores Accounting and Estates Management.

## Qualifications:

You will have a minimum of GCSE Grade C or above in both English and Mathematics or equivalent qualification and a strong command of the English Language both verbally and in writing.

## Selection:

If you have the required qualifications, then we will initially test your suitability through your CV and application form. We are currently assessing suitability based on the strength of your CV and your demonstration of BFB required competences. We will ask you to demonstrate positive indicators across the following essential BFB competences within your application:

- Working Together
- Communicating and Influencing
- Analysing and Using Evidence
- Managing Customers and Suppliers

Previous workplace experience is not essential for success at the recruitment stage, BFB welcome applications from all who can evidence the required qualifications and demonstrate the required competences.

Interviews are likely to be held either virtually or at Brunei Garrison during the final week of April 2022.

## Applications:

An application form can be obtained by emailing: [BruneiGar-CivSec-LPPO-Group@mod.gov.uk](mailto:BruneiGar-CivSec-LPPO-Group@mod.gov.uk)  
A completed CV will also be required by BFB when you submit your application form.

Given the expected volume of applications, only those applicants shortlisted for interview will be contacted. Applications where all sections are not updated will be destroyed and not considered for an interview. Feedback will not be provided for those who are not successful during the sifting process.