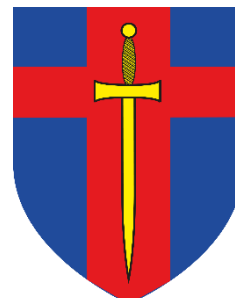




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## DEPENDANT STAFF NOTICE

### VACANCY: DIO REPAIR HELPDESK ADMINISTRATOR (Temporary – 12 months)

There is a vacancy for a Repair Helpdesk Administrator within the Defence Infrastructure Organisation (DIO). This is a temporary position offered on a one-year contract. The position is part-time, category S4, for 19 hours per week. The starting rate of pay is €1,041.20 gross per month, going up to € 1221.07 in 7 annual increments.

The Repair Helpdesk Administrator is responsible to the Facilities Manager, you will be responsible for delivery of helpdesk services including associated administration to ensure faults are fully resolved. It should be noted that this post requires a BPSS Security Check.

Duties include:

- Manage and deliver the ESG helpdesk function, including logging faults, feedback, and maintaining accurate records.
- Coordinate repairs and maintenance by liaising with families, contractors, and internal teams (Housing Manager & FM).
- Handle work requests and updates via systems (e.g. IMS, SharePoint), ensuring proper documentation and follow-up actions.
- Maintain and update housing asset data, including compliance records and the asset register, and support maintenance planning.
- Produce regular progress reports and support the Housing Manager/ FM team with additional tasks as required.

Applicants must have very good all-round numeracy, communication and customer service skills and be proficient with Word, Excel and SharePoint. They have to be tactful and diplomatic, capable of acting independently and decisively when required and be able to work without direct supervision. Applicants must be fluent in English, spoken and written.

Applications are invited from suitably qualified dependants with Full Provision status in accordance with GSO FSO 1023, who have at least 8 months remaining at Brunssum on the starting date. Full job descriptions and application forms may be obtained by sending an email to [CSOCIGDN-GSO-LECHR-RECRUITMENT@mod.gov.uk](mailto:CSOCIGDN-GSO-LECHR-RECRUITMENT@mod.gov.uk). Completed applications are to be sent to the same address.

Closing date for applications is **Friday, 07 August 2026**. Interview date and Starting date are to be confirmed. Applicants need to be aware that a paper sift may be carried out and that the GSO recruitment policy will be observed at all times.

*Laura Giotto*

Civilian Personnel Officer

24 July 2026