

**Title: HUMAN RESOURCES ASSISTANT (NAF) RPA 842669**

Series, Grade, Vacancy Number: S-0203-07 48 FSS VA16 RPA 842669  
Location: RAF Lakenheath  
Wage: £10.82 per hour  
Hours: 37.50 hours per week  
Duration: Permanent  
Date Posted: 06 December 2016  
Closing Date: 20 December 2016

**Description:** You will be responsible for providing Human Resource assistance in all program areas in support of the Human Resources Office (HRO). You will perform a wide variety of personnel and administrative support duties in the management of US Non-appropriated Fund (NAF) Employees. You will perform recruitment and placement tasks involved in filling a variety of clerical, administrative, technician and craft and trade positions. You will provide technical guidance, information, and assistance for a variety of Employee Relations programs such as voluntary leave transfer, disciplinary actions, grievances, appeals, complaints, indebtedness, and financial assistance, civilian allowance and drug testing. You will be responsible for the administration of the injury compensation program. You will also serve as a primary point of contact for information and assistance regarding program requirements and processing procedures that relate to the Performance Management and \Incentive Awards Programs.

**Please provide detailed work experience as it relates to the required competencies listed below as this will be used to determine your qualifications for this position.**

1. Knowledge of, or ability to learn, recruitment and placement rules, procedures, and operations to perform a variety of interrelated or nonstandard support work assignments involved in the fill of a variety of lower-graded clerical, administrative, technician, and semi-skilled wage grade positions.
2. Knowledge of, or ability to learn, employee relations; research techniques; and problem-solving methods required to advise on and resolve procedural, and /or recurring issues.
3. Knowledge of word processing and spreadsheets to support office operations and produce a variety of documents such as letters, reports, memos and form letters.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to plan and organize work and meet deadlines.
6. Ability to enter data into an automated database management system.
7. Skill in typing; a qualified typist is not required.

**OTHER SIGNIFICANT FACTORS:**

1. May be required to travel to necessary training by commercial or military aircraft.

**WHO CAN APPLY:** Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK. Proof of identification in the form of a photo ID will be required, for example a Driving license or current passport. All successful applicants will require a security clearance. Please note Pre-appointment Security Clearance requirements may delay start date.

**HOW TO APPLY:** Interested candidates **must** complete a RAF Mildenhall, LNDH Employment Application obtainable from the Civilian Personnel Webpage: [www.mildenhall.af.mil/info/100th-force-support-squadron/civilian-personnel](http://www.mildenhall.af.mil/info/100th-force-support-squadron/civilian-personnel) and following the instructions on the webpage, Current vacancies for non-US. **Applicants will need to submit necessary documents with the application form to demonstrate that they are able to work in the United Kingdom. Incomplete application packages will not be considered.** All applications, with relevant attachments and/or CV/Resume can be submitted via email to the email listed on the last page of the application form or mailed to 100 FSS/FSMC (LNDH), Unit 4702, RAF Mildenhall, Suffolk IP28 8NF.

**Please ensure to include the Title, Series, Grade, Location, and Vacancy Number on the top of the application and in the subject line of any email correspondence.**

Benefits include paid annual and sick leave and opportunity to join Group Stakeholder Pension Scheme. For additional information contact the LNDH team on 01638 5434955.

**EQUAL OPPORTUNITY EMPLOYER:** There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union