

100 FSS/FSMC
LOCAL NATIONAL DIRECT HIRE (LNDH)
Unit 4702, RAF Mildenhall, IP28 8NF

Title: Administrative Assistant RPA 816971

Series, Grade, Vacancy Number: S-0303-06 VA16 RPA 816971
Location: Stavanger
Wage: 345,682 kroner
Hours: 37.5 hours per week
Duration: Permanent
Date Posted: 29 November 2016
Closing Date: 14 December 2016

Description: This position directly assists commander/director for administrative support programs. The incumbent will serve as the resident subject matter expert for all mandated administrative support programs which may include task management, Government Travel Card (GTC) program, drug demand reduction program, health care program, fitness program, Automated Data Processing Equipment (ADPE) accounts, security program, supply program, civilian timecard program. Performs other clerical and administrative work in support of the office/organization.

Applicants must provide detailed work experience as it relates to the required competencies listed below, as this will be used to determine your qualification for this position.

1. Knowledge of the organizational and functional responsibilities and operations of an organization.
2. Knowledge of various office automation software programs, tools and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases, and graphs.
3. Skill in fact finding, problem analysis, problem resolution, and development of concrete action plans to solve problems.
4. Ability to gather, analyze and present facts, communicate effectively, using tact and courtesy and possess the ability to plan, organize work and meet deadlines.
5. Ability to plan and organize management programs and functions of an organization.

OTHER SIGNIFICANT FACTORS:

1. Work may occasionally require travel away from normal duty station on military or commercial aircraft.

WHO CAN APPLY: Citizens of Norway, 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 Kingdom of Norway. 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 police background check and a Norwegian Work Permit.

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 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 Norway. 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.

For additional information contact the LNDH team on 01638 544955.