



Several vacancies may be available - multiple selections may be made

Job Title:	Administrative Officer (S-0341-09)
Location:	RAF Molesworth
Vacancy Number:	975158
Close Date:	24 August 2026
Hours and Schedule:	37.5 hours
Hourly Pay:	£18.09 - £25.10

This is a fixed term contract not to exceed 30th September 2028 (depending upon budgetary constraints)

Benefits:

- **Competitive Salary:** the starting salary for this position is £18.09
- **Holiday:** 25 Days Annual Leave + 8 US Federal Holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

The primary purpose of this position is to provide administrative support for the NATO Intelligence Fusion Centre Administration Office, ensuring efficient coordination of personnel, security administration support, correspondence, and organizational logistics. You will be responsible for maintaining records, overseeing administrative procedures, and ensuring compliance with internal controls and regulatory requirements. You will serve as the consultant to the Command Group on all administrative management activities including Accountability Database management, on-boarding coordination, equipment oversight, and correspondence tracking (to include document preparation, transmission, storage, and controlled destruction). You will manage NIFC's Travel Program, ensuring timely processing of travel requests and facilitating issue resolution to support prompt, accurate reimbursement. You will monitor travel budget activity, assists with cost reconciliation, and identify discrepancies to maintain financial accuracy and accountability. In addition, you will provide contingency support to the travel office to maintain operational continuity and minimize service disruptions.

Qualifications and/or Key skills

One year's specialized experience clearly demonstrating the Key Skills and Abilities (KSAs) required for the role or a MSc degree or equivalent graduate degree in a field of study related to Administration.

- Knowledge of the concepts, principles, policies, and practices of administrative support within a military or multinational organization.
- Ability to communicate, written and orally, to compose and deliver responses to inquiries, reports, and correspondence in a clear, concise, and organized manner.
- Knowledge of relevant regulations, guidelines, laws, policies, and directives applicable to administrative functions, security protocols, and travel management.
- Ability to communicate procedural requirements, resolve administrative issues, and provide guidance on organizational processes.
- Ability to manage and oversee transportation and travel support functions, including staff vehicle scheduling, maintenance coordination, and compliance with operational policies.
- Ability to establish effective working relationships with leadership, staff, and external partners to coordinate organizational requirements and enhance administrative efficiency.
- Knowledge of automated data processing systems, including word processing, spreadsheets, databases, email communication, and Internet-based resources used in administrative operations.

Other Significant facts

- You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
- You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
- You will be required to complete a 6-month probationary period.
- Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
- You must be able to communicate effectively both orally and in writing.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil

