

Security Assistant, S-0086-04

RAF Molesworth/RAF Alconbury

Vacancy Number: 423 CES VA20 RPA 59263

Closes: 23 October 2020, 23:59

37.5 hours per week

£9.45ph (25yrs and over)

£8.88ph (24yrs and under)

Main Purpose

To serve as a security assistant assigned to the Pass & Registration Section of the RAF Molesworth/RAF Alconbury, Security Forces Squadron Plans & Programs Flight and to process various security related documentation including requests for issuance of Contractor Access Passes, identification credentials, as well as other documents to include vehicle registrations, and Installation Access Control System (IACS) cards and passes. Provide general customer service. Ensure responsive and accurate service to customers within the Pass & Registration/Visitor Center offices. Carry out routine, miscellaneous clerical tasks. Perform clerical support duties to ensure efficient office operations. Reproduce and assemble copies of a variety of correspondence. Distribute mail and messages. Establish control and suspense dates and follows up on suspense dates to ensure required administrative actions and responses are made within deadlines. Determines eligibility of personnel for the acquisition of concession vehicles and exercises signatory authorization on behalf of H.M. Customs & Excise. Prepare and submit application packages for first time UK vehicle registrations and road tax discs. Verify authenticity, validity and accuracy of insurance and MOT certificates, foreign registration documentation and customs clearance documents required by the Department of Transport. Calculates and handles any monetary payments incurred in the form of cheques and money orders.

PLEASE NOTE: WHILE THE PRIMARY DUTY LOCATION IS RAF MOLESWORTH, THERE MAY TIMES WHEN THE INCUMBENT WILL BE REQUIRED TO WORK AT RAF ALCONBURY.

Knowledge and Experience Required

Knowledge of mission, policy processes, procedures and customer service goals sufficient to perform the routine procedural work of the Pass & Registration Section, as well as knowledge of general office clerical functions.

Knowledge of procedures, forms, and information required to verify against authorized documents, issue badges, passes, vehicle permits or other forms of authorization.

Knowledge of one or more automated databases to recognize, locate, and insert data/information; support office and security operations; and produce a variety of documents and reports.

Ability to plan and organize work, follows instructions, and accomplishes multiple ongoing projects.

Ability to communicate effectively with a diverse group of individuals, using a high degree of tact and diploma

	Yes	No
Security Clearance	X	
Driving Licence		X
Please provide a copy of your licence with your application		

Pre-employment Medical		X
Immunizations		X
Food Handler's Certificate		X

Other Important Information

May be assigned other duties not described in this position description, but that are appropriate to the grade and skill set of the incumbent.

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

Incumbent will be required to work UK public holidays and observe US federal holidays.

Benefits

- Paid Annual Leave
- Paid Sick Leave
- Pension Scheme
- Life Assurance Scheme

Who Can Apply

Citizens of the U.K., 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.

Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criteria will be considered on a case-by-case basis. All successful applicants will require a security clearance.

Please note pre-appointment security clearance requirements may delay start date.

Proof of identification in the form of a photo ID will be required, for example a driving licence or current passport.

This position may have certain restrictions to US citizens due to the Status of Forces Agreement.

For additional information contact the LNDH team on 01638 544955.

How to Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website; https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219-410. All applications, with relevant attachments and CV must be submitted via email to 100fss.fsmc6@us.af.mil and received prior to the closing date.

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.