



US Visiting Forces

Local National Direct Hire (LNDH)

Job Title:	Quality Assurance Specialist	PP-SRS-GRD:	S-1910-08
Location:	RAF Alconbury	Vacancy Number	VA23 RPA 79776
Open Date:	23 November 2023	Close Date	Open Until Filled
Work Hour Per Week	37.50	Salary (Per Hour)	£14.13 - £19.48

NOTE: Several vacancies may be available - multiple selections can be made from this announcement

Main Purpose

We are currently seeking a highly skilled and motivated individual to join a premier team of QA Specialist at the 423 Civil Engineering Squadron, Royal Air Force Alconbury, United Kingdom.

The 423rd Civil Engineering Squadron is looking to hire a Quality Assurance Specialist to effectively perform inspections and oversight of contractors providing recurring and non-recurring custodial, waste disposal, and pest control contracts. Furthermore, provide accurate assignment and tracking of local work requirements, and provide effective liaison with the contractor, help desk for all real property facilities on RAF Alconbury and RAF Molesworth.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

Knowledge and Experience Required

Applicants must demonstrate the following:

1. Knowledge of quality assurance sampling and control methods, principles, and practices, including statistical analysis and sampling techniques
2. Knowledge of pertinent service characteristics, methods, and processes.
3. Knowledge of inspection techniques and safety practices and procedures.
4. Knowledge of engineering and architectural plans and specification sufficient to read and interpret service contract requirements.
5. Knowledge of the relationship of quality assurance to other activities such as contract administration engineering, suppl.
6. Skill in interpreting and applying service contact specification, technical data, regulations, policy statements and other guidelines.
7. Skill in conducting studies and investigations, problem analyses, and developing logical and appropriate recommendations.
8. Ability to communicate effectively both orally and in writing and maintain good working relationships.

Other Important Information

- Hours of work: 0800- 1630 Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary train.

Other significant facts pertaining to this position are:

1. The work requires the employee to drive a motor vehicle. A valid driver's license CAT B required for the position.
2. A pre-employment medical is required for this position.

Benefits

- 25 days Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy.
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment.
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

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.
- 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 criterion 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 license 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=2016-04-28-085219410.

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil and received prior to the closing date to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitale and/or Resume

Optional Documents

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

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.

