



VACANCY ANNOUNCEMENT NUMBER:		DCMA VA19 RPA 694267	
OPENING DATE:	5 September 2019	CLOSING DATE:	20 September 2019
POSITION TITLE:	Procurement Technician	PAY:	£11.29
PAY PLAN:	S-1106-07	CATEGORY	Full time 37.50
LOCATION/ACTIVITY:	RAF Wyton		
BENEFITS:	Benefits include paid annual and sick leave and opportunity to join Group Stakeholder Pension Scheme. For additional information contact the LNDH team on 01638 544955		
DESCRIPTION:	<p>The primary purpose of this position is to serve as a Procurement Technician (PT) on a Contract Administration Team and is assigned a group of contracts, of varying complexity, for which certain contract administration duties are performed. The incumbent assists the Administrative Contracting Officer (ACO) as well as the Contract Administrator (CA) in collecting and analyzing information pertaining to the administration of a wide range of contracts, including both fixed-price and cost-plus contracts. The incumbent interfaces with contractor personnel and various Agency functions, Defense Finance and Accounting Services (DFAS), and buying commands. Serves as Trusted Agent. Notifies the ACO of input forms and procedures required to affect action, contracts production, and quality assurance elements to verify or secure required input data. Assists other contracts personnel in resolving problems with Trusted Agent function workload, progress payments, and contract closings. Performs trusted agent tasks: reviews, updates and maintains the MOCAS database as Trusted Agent with authorized access to make selected corrections previously restricted to payment office. Processes contract closing actions for contracts administered by the team. For assigned less complex contract workload, researches all databases and program/contract files to assure that all requirements of the contracts have been met, ensures that all functional action items have been closed, and makes sure that all commitments to the customer have been satisfied. Provides technical and transactional support to team members and assigned customers, as required. Maintains contact with customer and contractors under established contracts in order to discuss and attempt to resolve difficulties related to scheduling deliveries, availability of goods and meeting terms of purchase agreements, etc.</p>		
GENERAL EXPERIENCE:	<p><u>In your application, please 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.</u></p> <p>Knowledge of a body of standardized rules, procedures or operations that require considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems.</p> <p>Knowledge of procurement documentation and verification, and processes regulations and guidelines.</p> <p>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.</p> <p>Ability to locate, access, and extract information through use of office automation hardware and software.</p> <p>Ability to locate, assemble, and compose information for routine reports, inquiries, and nontechnical correspondence; communicate effectively, both orally and in writing; and plan, organize work, and meet deadlines.</p> <p>Ability to compile and organize procurement data.</p>		
OTHER SIGNIFICANT FACTS:	<p>May be required to travel by military or commercial aircraft to attend necessary training.</p>		
MEDICAL/SECURITY REQUIREMENTS:			
<input checked="" type="checkbox"/>	Security clearance	<input type="checkbox"/>	Immunizations
<input type="checkbox"/>	Pre-employment medical	<input type="checkbox"/>	FOOD HANDLERS
<input type="checkbox"/>	Defence Barring Service (DBS) certificate		
HOURS OF DUTY:			
Monday – Friday 0800-1600 hours			
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.

This position may have certain restrictions to US citizens due to the SOFA 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 Webpage: www.mildenhall.af.mil/info/civilian-personnel. All applications, with relevant attachments and/or CV/Resume must be submitted via email: 100FSS.FSMC6@US.AF.MIL

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.

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.