



Several vacancies may be available - multiple selections may be made

Job Title:	Computer Assistant, S-0335-09
Location:	RAF Lakenheath
Vacancy Number:	737783
Close Date:	7 July 2026
Hours and Schedule:	37.50 hours per week, Mon-Fri 0800-1630
Hourly Pay:	£18.09-£25.10

Benefits:

- **Competitive Salary:** the starting salary for this position is £18.09 an hour
- **Holiday:** 25 Days Annual Leave + UK Bank 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 direct the comprehensive management of all Civil Engineer Squadron (CES) information systems, overseeing the entire lifecycle from strategic acquisition and installation to ongoing technical support and user training. The incumbent administers all squadron IT infrastructure, directs the information systems security program, and serves as the Information Assurance Manager (IAM) for installation file servers to guarantee network compliance and data integrity. Additionally, the position acts as the designated Telephone Control Officer (TCO), ensuring seamless and secure communication operations across the squadron.

Qualifications and Key skills

- A valid UK CAT B driving license

Candidates must possess a minimum of one year of specialized experience demonstrating a comprehensive knowledge of computer and network standards, policies, and techniques, alongside the facility infrastructure required to support these systems. This experience must include administering servers and both commercial and government off-the-shelf software to proactively identify and implement preventive and corrective actions. Additionally, the candidate must possess proven skills in troubleshooting, recovering, and modifying systems to minimize customer service interruptions, with a demonstrated ability to analyze complex hardware, software, and network issues to develop cost-effective

solutions. Strong instructional abilities to train users on new systems and excellent oral and written communication skills to clearly convey factual and technical information are also required.

Other Significant facts

1. 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.
2. 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.
3. You will be required to complete a 6-month probationary period.
4. 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.
5. You must be able to communicate effectively both orally and in writing.
6. Information Assurance Certification is a condition of employment. This position includes information assurance (IA) work as a paramount duty requirement. Per DoD 8570.01-M, the incumbent of this position must achieve the appropriate IA certification within six months of assignment of these duties. A waiver of this six month requirement may be granted per DoD 8570.01-M, C3.2.4.2 or C3.2.4.3. Failure to receive the proper IA certification may result in removal from this position.

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