



US Visiting Forces

Local National Direct Hire (LNDH)

<b>Job Title:</b>		<b>PP-SRS-GRD:</b>	
<b>Location:</b>		<b>Vacancy Number</b>	
<b>Open Date:</b>		<b>Close Date</b>	
<b>Work Hour Per Week</b>		<b>Salary (Per Hour)</b>	

*\*\* Several vacancies may be available - multiple selections can be made from this announcement \*\**

**Main Purpose**

**Knowledge and Experience Required - Applicants must demonstrate the following:**

## **Other Important Information**

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. 1
- 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 training.

## **Benefits**

- 25 days Annual Leave + UK Bank Holidays, 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 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 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](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](mailto:100fss.fsmc6@us.af.mil) prior to the closing date of the advertisement to be considered for the position.

### **Required Documents**

- LNDH Application

### **Optional Documents**

- Curriculum Vitale (CV) and/or Resume (*A CV/Resume is encouraged, but not required. Decision to include a resume will not increase or decrease probability of selection*)
- 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.

