



US Visiting Forces
Local National Direct Hire (LNDH)

Job Title:	Service Contracts Specialist	PP-SRS-GRD:	S-1101-01
Location:	RAF Lakenheath	Vacancy Number	496868
Open Date:	11 July 2024	Close Date	18 July 2024
Work Hour Per Week	37.5	Salary (Per Hour)	£19.80-£27.80

**** This is a fixed term contract projected to last 47 months from entrance on duty date, depending upon budgetary constraints****

**** 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 Contracting Officer Representatives at 48th Civil Engineering Squadron, Royal Air Force Lakenheath, United Kingdom.

The primary purpose of this position is to serve as a Contracting Officer Representative (COR) responsible for the inspection, review, and verification of contractors' work efforts, reports, plans, and invoices for the installation's service contracts. The successful applicant will serve as a Contracting Officer Representative (COR) for service contracts on the installation, maintaining contract file system from development, pre-award, post-award, and termination or closure of contract. They will determine the need for contract updates/changes, estimates cost, and develops contract Performance Work Statement (PWS) documentation and serve as the point of contact between the contractor and customer.

For specific qualification requirements for the position, you can visit:

[General Business and Industry Series 1101b \(opm.gov\)](#)

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:

- Knowledge of the mission, operational goals, and objectives in relation to Contracting Officer Representative duties and administrative responsibilities.
- Extensive knowledge of the full range of performance evaluation methods, surveillance plans and techniques, and principles, procedures, and regulations as related to surveillance of contractor performance and contract file maintenance.
- Ability to interpret technical plans and specifications sufficient to provide sound guidance related to performance, utilization, operation, and maintenance issues.
- Knowledge of and experience using typical office computer equipment and software for the input of data and to produce correspondence, email, and generate metrics and periodic reports.

- Ability to learn and apply the various government and agency regulations and laws that apply to the work of this position.

Other Significant Facts Pertaining to this position:

- This position may require working outside during wet/cold weather.
- The work may require the employee to drive a motor vehicle. A valid Category B driver's license is required.
- Employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Overtime and/or emergency overtime may be required but cannot be guaranteed and should not be expected.
- Required to handle and safeguard sensitive and/or proprietary information in accordance with regulations to reduce potential compromise; must obtain and maintain the appropriate security clearance.
- In accordance with the Ethics in Government Act, 1978, employee may be required to file an OGE Form 450, Confidential Financial Disclosure Report, upon appointment and annually thereafter.
- Required to obtain and maintain Contracting Officer Representative (COR) certification.
- This is a fixed term contract projected to last 47 months from entrance on duty date, depending upon budgetary constraints.

Other Important Information

- Hours of work: 07.30-15.30. Monday to Friday. 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 training.

Benefits

- 25 days annual leave plus 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 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://forms.osi.apps.mil/Pages/ResponsePage.aspx?id=jbExg4ct70ijX6yIGOV5tJFWr-1TEKJFm98gYVwgSO1UOTNIUK5BWVJURIRHUFRJWUK3Nk1TVFM3Ty4u>

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

Required Documents

- LNDH Application
- Curriculum Vitale (CV) and/or Resume (*A CV/Resume is encouraged. 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.



