

Recruitment Vacancy Administrative Officer: 1 Year fixed term appointment

News story

Details of a vacancy for an Administrative Officer in the International Office based in Addlestone, Surrey.



This exciting and interesting role is part of the Development and Training Team of the International Office, which is responsible for leading the strategic vision for VMD international activity.

We coordinate the input of technical experts from across the VMD into international collaborations and projects, from the development of new regulatory pathways and approaches to providing capacity building support to other veterinary medicines regulators

Job Title

Administrative Officer – International Office

Grade

Administrative Officer

Salary & Pension

£24,369 London per annum with Pension Scheme

Annual Leave entitlement

Commencing at 25 days

Role

The job holder is responsible for carrying out the administrative duties of the International Office while supporting colleagues with the delivery of international and national capacity building training activities.

The International Office is an ever-changing environment, and the job holder will have the opportunity to contribute to multiple new and interesting projects.

How to apply

You must make your application via [Civil Service Jobs – GOV.UK](#) where you will find a full job description including salary details.

Closing Date

10 January 2022

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