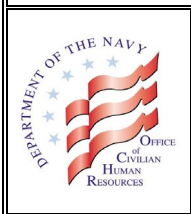


DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)  
Overseas Program Center Europe, Africa, Central,  
Human Resources Office (HRO), Sigonella, Italy  
**VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION**



Announcement #	LN24-786681		
Position	CONTRACT SPECIALIST/SPECIALISTA DELL'UFFICIO CONTRATTI UA-1102-01 TARGET Q-1102-Q2		
Salary Range	UA-01 €2,965.88 – €3,292.53 per month plus applicable allowances Q-Q2 €3,767.48 – €4,125.66 per month plus applicable allowances		
Opening Date	06 FEB 2024	Closing Date	14 FEB 2024
Location	NAVFAC EURAFCENT, PWO/DEPUTY PW OFFICER SIGONELLA, FACILITIES ENGINEERING & ACQUISITION DIVISION (FEAD), ACQUISITION BRANCH, U.S. NAVAL AIR STATION SIGONELLA, ITALY		

Notes	

1. **Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.**
2. Applicants must be able to read, write and speak fluently in both English and Italian. **Applications must be submitted in English.**
3. This is a Permanent Full-Time position.
4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.
5. Work requires some physical exertion, such as walking over rough, uneven, or rocky surfaces of the type found at construction sites or other outdoor facilities.
6. May be required to wear protecting clothing.
7. This position may be filled at the lower or higher level. If filled at the lower level, incumbent may be non-competitively promoted to the full performance level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor.

### Who May Apply

Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.

Description of Duties	

<p>Incumbent manages work involving the evaluation of contract price proposals by advertising, negotiating, administering, and/or terminating contracts for facilities support services, facilities maintenance and construction services, base-wide general maintenance and repair, construction, and architect/engineer services. Uses various contracting types and techniques when assigned to procurement which vary in complexity and value. Actively participates as a member of the Command's acquisition planning team to develop contractually acceptable specifications, work statements, quality assurance and evaluation criteria. Assists and advises technical representatives on anticipated procurement requirements and in the development of the statements of work and specifications. Develops the contracting strategy and acquisition plans to be used considering a wide variety of pertinent issues such as funding, procurement methodology, availability of qualified contractors, schedules, possible follow-on requirements, economic trends, and other contingencies. Participates in procurement conferences with U.S. Government officials and local industry representatives on matters of mutual interest. Prepares or coordinates statistical and other reports on aspects of contracting. Reviews requirements for contractibility — ensuring the clarity, adequacy and completeness of the solicitation and determines the need for special provisions for unique requirements. Develops and coordinates pre-negotiation strategies with technical specialists and representatives. Leads Government team in the slate/selection of architect-engineering companies and performs as an expert for host nation contracting and submittal requirements in areas such as Italian anti-Mafia clearance of contractors and host nation requirements. Monitors post-award contract administration, using local management information systems (MIS) to track and process actions such as invoices, modifications, funds management and schedules. Negotiates settlements, and when required, makes final recommendations to the Termination Contracting Officer or higher officials. Reviews and evaluates contractor prices, proposals and bids by comparison with other prices submitted, prior proposals/bids with current prices for similar facilities and services and with estimates of costs independently developed by the Governments.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Qualification Requirements
----------------------------

[https://www.secnav.navy.mil/donhr/Documents/CivilianJobs/DoD\\_Qualification\\_Standard\\_For\\_GS-1102.pdf](https://www.secnav.navy.mil/donhr/Documents/CivilianJobs/DoD_Qualification_Standard_For_GS-1102.pdf)

**BASIC EDUCATION REQUIREMENTS:**

Laurea (i.e. three years of successfully completed college or university level education in any field of study above the Italian "Diploma di Maturità") or equivalent degree

NOTE: The education requirements listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel occupying DOD -1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in an Executive Department on or before September 30, 2000, are exempt from meeting this requirement.

**IN ADDITION TO THE BASIC EDUCATION REQUIREMENTS**, the following experience is also required to qualify for each grade level:

**UA-01:** One (1) year of specialized experience equivalent to the UA-02 grade level or equivalent experience in the private or public sector OR three (3) full academic years of progressively higher level graduate education, beyond "Laurea", or equivalent;

**Q-Q2:** One (1) year of specialized experience equivalent to the UA-01 grade level or equivalent experience in the private or public sector.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position to be filled.

You will be rated on the experience and education described on your application form to determine your level of Knowledge, Skills, and Abilities (KSA's) related to the job requirements.

- 1) Knowledge of contracting laws, principles and regulations to manage approval of procurement actions for critical agency programs and to solve difficult contracting issues;
- 2) Skill in negotiating prices, terms and conditions, contract modifications and settlements involving facilities maintenance and construction services;
- 3) Ability to administer a wide range of contract actions (e.g. contract scope determination, justifications and approvals, award administration, contract termination, invoice review and acceptance) to perform pre-award and post-award functions.

Announcement Status
------------------------

For inquiries concerning job announcement status, consult the CNREURAFCENT website:  
<https://cnreuraфcent.cnіc.navy.mіl/Installations/NAS-Sіgonella/About/Jobs/>

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)**  
**Human Resources Office (HRO), Sigonella, Italy**

**Instructions for Completing The Employment Application (Local National – LN)**

**EMPLOYMENT APPLICATION**

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Applications for white-collar positions (UA) MUST be completed in English. Applications for blue-collar positions (UC) may be completed in Italian or English.

**WHO MAY APPLY**

Citizens of a European Union member state.

Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

**QUALIFICATION REQUIREMENTS**

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, including expiration dates, as applicable, are reported in the appropriate block on the application form.

**Work experience:** Candidates must describe in detail, in their own words, work experience related to the vacancy and MUST specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed)
- Language proficiency

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

**Typing Proficiency:** Self-certify your English typing proficiency in the appropriate block of the application indicating your typing speed when a "qualified typist (O/A)" certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills are subject to verification.

**Education:** List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered.

Educational documents obtained outside the European Union (EU), with the exception of the U.S.A, must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. Foreign language documents must be officially translated into either the English or Italian language.

**Graduate** College or University level education is education beyond the Italian "Laurea 1° livello" or equivalent.

Professional course work certificates released by Regional Institutions or ENAIP or equivalent may be considered for positions up to UA-06 grade level only.

**VERIFICATION DOCUMENTS**

In case of selection, candidates MUST provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. Work experience certified on the application form is subject to verification with employers. CHR will proceed with the hiring process ONLY when all eligibility requirements are satisfactorily met.

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

Applications MAY ONLY BE SUBMITTED VIA EMAIL. CHR will NOT accept "hard copy" applications.

Submit your application to: [si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil)

**EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY CHR:**

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, e.g. LN19-003740;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be accepted;
- Utilize the latest version of the application form downloaded from the CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application in its entirety answering ALL questions;
- Do not send Postal Electronically Certified (PEC) emails;
- Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are not necessary and must not be sent);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- To ensure that the file is correctly transmitted and legible, scan the application form as a PDF document;
- Submit the application by the closing date of the vacancy announcement.

**INQUIRIES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION**

Consult the CNREURAFCENT website:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Status column will reflect current recruitment stage.  
**CHR will no longer be answering telephone inquiries.**

Interviews and selections are made by the department requesting the vacancy announcement and the results will be communicated to the CHR. Selectees will be notified exclusively by a CHR staff member, upon verification of eligibility requirements.

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.
2. If a candidate is selected at a lower grade level for a position with promotion potential (e.g. UA-05/04/03), he/she can be promoted to the target level without further competition.
3. List of qualified candidates may be used to fill additional similar positions without further competition.
4. "Local National" refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 November 2018.