

VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION



LN22-454536

SUPPLY TECHNICIAN (INVENTORY) UA-2005-04

€2,413.41– €2,665.61 per month plus applicable allowances

23-DEC-2022

COMMANDER, FLEET AIR SIGONELLA DET ASD, AVIATION SUPPLY DEPOT, SIGONELLA
ITALY

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. Working hours are Monday to Friday, 1200-2030.
6. Use of protective gear such as safety shoes and glasses may be required.

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

The incumbent deals with a variety of inventory accuracy situations, performs a variety of inventory management and accountability duties and will provide inventory oversight to ASD Sigonella. Acts as the Subject Matter Expert (SME) with a thorough knowledge of supply management and inventory accuracy regulations/policies to perform continuing assignments, preparing recurring and special reports, and supporting inventory oversight. Performs daily review of transactions, collect and review Key Supporting Documentation, identifies process failures, provides recommendations, prepares daily, weekly and monthly reports. Assists with internal and external inventory audit support across all inventory segments, identifies and assists in resolving discrepancies between site system and Navy ERP ensuring causative research, both during and post-site visit, is correctly conducted. Identifies and defines reporting and reconciliation processes from site system to Navy ERP, assists NAVSUP's Inventory Operations Center (IOC) with conducting Notice of Findings and Recommendations (NFR) remediation as part of Corrective Action Plans (CAPs) with external independent auditors and IOC division partners. Institutes and standardizes internal controls, improves system operation and efficiencies, ensures data integrity of all transactions and material movements in Navy ERP, assists with timely receipt and documentation of inventory. Plans, executes, and reports the Annual Wall-to-wall Inventory. Assists in identifying consolidation and strategic opportunities for site reduction and gaining efficiencies where available. Provides training and guidance to personnel regarding inventory management, accuracy, SIT, etc. in accordance with applicable regulations.

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2000/supply-clerical-and-technician-series-2005/>

One (1) year of specialized experience equivalent to the UA-05 grade level or equivalent experience in the private or public sector **OR** half (½) a year of graduate College or University level education beyond the Italian “Laurea 1° livello” or equivalent.

Specialized experience: Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

Graduate Level Education (College or University) must be directly related to the work of the position.

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 inventory management, supply regulations, policies, procedures, and instructions.
2. Ability to conduct extensive and exhaustive searches for information and to reconstruct records for supply/transportation transactions.
3. Ability to conceive, develop, and implement innovative procedures/methods to increase managerial effectiveness.
4. Skill in MS Office Suite, including Excel for creating, analyzing, utilizing pivot tables, and PowerPoint to present data for the chain of command.
5. Skill in researching and analyzing data, and converting analysis into written reports with recommendations to decision-makers.

For inquiries concerning job announcement status, consult the CNREURAFCENT website:

<https://cnreurfcent.cnrc.navy.mil/Installations/NAS-Sigonella/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://cnreurafcen.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafcen.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

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://cnreurafcen.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.