


**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 #	LN24-027344		
	Position	SPECIALISTA INFORMATICA (ANALISI DATI) Q-1550-Q2		
	Salary Range	€3,767.48 – €4,125.66 per month plus applicable allowances		
	Opening Date	05-SEP-2024	Closing Date	07-SEP-2024
	Location	DEFENSE HEALTH AGENCY, DHA EUROPE MARKET, DIR OF RM, INFORMATION MANAGEMENT, NAVHOSP SIGONELLA IT, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> <li><b>Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</b></li> <li>Applications must be completed and submitted in English.</li> <li>Applicants must be able to read, write and speak fluently in both English and Italian.</li> <li>This is a Permanent Full-Time position.</li> </ol>			
Who May Apply	Permanent Appropriated Fund local national employees of U.S. Naval Hospital (UIC: DD83FF/39163) serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	<p>Incumbent supports the data and analytics community to meet the evolving demand for enterprise-level data analytics solutions. Mentors and coaches throughout all military services within EUCOM and DHA on current tools and infrastructure against new options for effects on automation, costs, manpower, and business processes associated with data analytics activities and recommends appropriate adjustments to related approaches. Manages the execution of the Command and Units technology strategy. Adapts actions and strategy as the environment and other factors change. Develops whitepapers, standard operating procedures (SOP), training guides, and properly documented code as needed. Determines the best and most efficient ways to collect quantitative information. Advising on the potential benefits/uses of automation to improve the efficiency of program operations. Appraises large data sets to find opportunities for operations and process optimization and using models to test the effectiveness of different courses of action. Employs a variety of data mining/data analysis methods to drive business results initiated from data-based insights. Discovers solutions hidden in large data sets and works with stakeholders to improve business outcomes, especially for the purposes of supporting enhanced oversight and management of DoN and DHA by facilitating enterprise-wide analysis and management of its business operations.</p>			
Qualification Requirements  (OPM Qualification Standards)	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1500/computer-science-series-1550/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1500/computer-science-series-1550/</a></p> <p><b>Basic Education Requirement:</b> “Laurea” in Computer Science (i.e. three years of successfully completed college or university level education above the “Diploma di Maturità”) or equivalent degree which includes a combination of mathematics, statistics and computer science.</p> <p><b>In addition to meeting the basic requirement:</b> One (1) year of specialized experience equivalent to the UA-01 grade level or equivalent experience in the private or public sector.</p> <p><b>Specialized experience:</b> 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.</p> <p>You will be rated based 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.</p> <ol style="list-style-type: none"> <li>Knowledge of and expertise in applying analytical, mathematical, or statistical theories and methods related to computer modeling, statistical analysis, parametric and non-parametric analysis, decision theory, and regression analysis.</li> <li>Skill in using statistical software and computer programs to perform computer analysis of statistical data and findings.</li> <li>Ability to develop plans and provide recommendations to solve issues.</li> </ol>			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: <a href="https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a></p>			

**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/>. **Ensure that you are utilizing the latest version of the application form.**

**ALL applications MUST be completed in English.**

**APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE HRO.**

**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.

If the announcement text is copied verbatim, the application will not be considered.

**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:** If education is used for qualification purposes, the title of the degree/certificate/diploma **and** all courses/subjects must be translated to English.

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 to English.

Graduate education is College or University level education beyond the Italian 1<sup>st</sup> Level University Degree or equivalent.

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

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN ENGLISH, to: [si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil).

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: LAST NAME, FIRST NAME - LN19-003740;**
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- 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 form providing all the requested information;
- 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 should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

**VERIFICATION DOCUMENTS**

Prior to appointment, selectees must provide verification of work experience, education and/or licenses, as applicable. Work experience certified on the application form is subject to verification with employers. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**INTERVIEWS AND SELECTIONS**

Interviews and selections are made by the Hiring Manager of the department requesting the vacancy announcement. Selectees will be notified exclusively by a staff member of the HRO.

**STATUS OF THE EMPLOYMENT APPLICATION**

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications .

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.
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 at management's request.
3. Prior lists 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 April 2024.