

**DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
HUMAN RESOURCES OFFICE (HRO), ROTA, SPAIN
INTERNAL LOCAL LABOR PERSONNEL (LLP)
JOB OPPORTUNITY ANNOUNCEMENT (JOA)**

	Announcement No.	JOA-27-23MJC		Number of Vacancies		1	
	Opening Date	15 DECEMBER 2022		Closing Date		22 DECEMBER 2022	
	Position Title, Series, & Grade Level	INFORMATION TECHNOLOGY SPECIALIST (PLCYPLN), EA-2210-12					
	Professional Group	3	Labor Category	PROGRAMMER	Monthly Salary	3,323.58 EUROS	
	Work Schedule	FULL TIME	Working Hours	40 HOURS PER WEEK FROM MONDAY TO FRIDAY			
	Department/Activity	INFORMATION SYSTEM DEPARTMENT - U.S. NAVAL STATION ROTA, SPAIN					
How To Apply	Employment Application Packages must be submitted to the following e-mail address NO LATER THAN 23:59 HRS LOCAL TIME OF THE CLOSING DATE OF THIS JOA: RotaHROInternalLNJobs@eu.navy.mil . Instructions in the “ APPLICANT’S GUIDE FOR SUBMITTING EMPLOYMENT APPLICATIONS FOR LOCAL PERSONNEL (LLP) VACANCIES ” must be adhered to.						
Who May Apply	Current Internal LLP, who completed the probationary period and meet the minimum requirements established. Spanish citizenship is required. All eligibility, qualifications, and experience requirements must be met by the closing date of this Job Opportunity Announcement (JOA).						
Description of Duties	The incumbent is responsible for leading the IT program and projects in support of ISD operations, technology initiatives, and emergent requirements; supporting all aspects of IT operations and projects, including the processes related to analyzing requirements and managing integration, scope, schedule, cost, quality, resources, communications, risk, procurement, and stakeholders. He/she analyzes requirements to establish plans of action for improving IT systems and services and existing and planned IT assets/infrastructure, including hardware, software, applications, and tools, to determine the potential for enhancements. The incumbent recommends the IT Program Director adjustments to IT priorities to ensure alignment with customer business needs, program plans, goals, and objectives, and develops project plans to meet those needs. Coordinates with appropriate stakeholders to maintain them informed, address concerns, gain support and reduce conflicts. Assists the IT Program Director with procurement, budget management, and Information Technology Procurement Requests (ITPRs); plans and assigns project tasks, sets and adjusts priorities, prepares project schedules for work completion and distributes work to ISD team members. He/she develops delivers briefings on program, project, and customer metrics and data to inform the ISD strategy and program plan; ensures compliance with relevant governance and work with the Information Systems Security Manager (ISSM) to support Risk Management Framework (RMF) requirements related to IT operations and projects.						
Minimum Qualification Requirements (*)	<p><u>EDUCATION:</u> Vocational School 2nd grade degree or superior technician in any administrative occupation or any other related to the position.</p> <p><u>AND</u></p> <p><u>EXPERIENCE:</u></p> <p>One (1) year of specialized experience at or equivalent to the EA-11 grade level (experience that has 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>(*) Education Substitution: For qualifications determinations, candidates who do not meet the minimum education must have six (6) additional months to the specialized experience required.</p>						
Additional Requirements	<ol style="list-style-type: none"> 1. English: Full Command of the Language 2. Driver’s License: “B” (submit a copy with the Employment Application) 						
Selection System	MERIT PROMOTION PROGRAM						

Merit Chart	<p>The points (i.e. Education, Experience, English/Interview and Other Merits) will be assigned at the discretion of the Selection Board. If the position requires English and you are unable to communicate in English during the interview, you may be immediately disqualified.</p> <p><u>Education (Maximum 40 points) - The degrees are not cumulative</u></p> <p>00 Points if the candidate does not meet the minimum education requirements or if the degree is not directly related to vacancy (**)</p> <p>30 Points for a Vocational School 2nd Grade Degree or Superior Technician, in any administrative branch or occupational group or any other related to the position, or in accordance with (*) note, six (6) months of specialized experience.</p> <p>35 Points for a Medium University degree or “Grado” degree (level 2 MECES), if determined to be directly related to the position</p> <p>40 Points for a Superior University degree or Master’s degree (level 3 MECES), if determined to be directly related to the position</p> <p>(**) The Selection Board may decide to assign zero (0) points for education or (*) deduct 6 months from specialized experience and assign the points for education.</p> <p><u>Professional Experience (Maximum 40 points) (Specialized and/or Similar Experience to be determined by the Selection Board)</u></p> <p>5 Points for each year of specialized experience with the U.S. Forces (*) If education has been substituted the total period credited will be deducted six months</p> <p>3 Points for each six (6) months or more, but less than one year, of specialized experience with the U.S. Forces</p> <p>4 Points for each year of specialized experience with another firm</p> <p>2 Points for each six (6) months or more, but less than one year, of specialized experience with another firm</p> <p>3 Points for each year of experience in a similar position with the U.S. Forces</p> <p>1 Point for each six (6) months or more, but less than one year, of experience in a similar position with U.S. Forces</p> <p>2 Points for each year of experience in a similar position with another firm</p> <p>½ Point for each six (6) months or more, but less than one year, of experience in a similar position with another firm</p> <p><u>English/Interview (0 - 15 points)</u> <u>Other Merits (0 - 5 points)</u></p>																
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How You Will Be Evaluated by HRO	<p>You will be evaluated for this job based on how well you meet the qualifications above. In describing your experience on your Curriculum Vitae (CV), please be clear and specific. HRO will not make assumptions regarding your experience. Your CV must provide sufficient information on experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your CV is the key means HRO has for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, HRO encourages you to be clear and specific when describing your experience. If after reviewing your employment application, CV, and/or supporting documentation, a determination is made that you have inflated your</p>																

	<p>qualifications or copied and pasted the duties from a Position Description (PD) or an announcement without explaining in your own words, you may be excluded from consideration. (See section 7 of the Applicant’s Guide).</p> <p>HRO will determine qualifications and publish the Certificate of Admitted and Excluded Candidates. Applicants will receive information via the e-mail address provided in their application, notifying them when the list is published.</p>
Important Notes	<p>The “APPLICANT’S GUIDE FOR SUBMITTING EMPLOYMENT APPLICATIONS FOR LOCAL PERSONNEL (LLP) VACANCIES,” as implemented by the Human Resources Office (HRO) Rota, Spain in May 2022, must be adhered to. Failure to submit the documents as specified and comply with these requirements may result in loss of consideration for this JOA due to an incomplete package. It is your responsibility to ensure all required documents have been submitted (not expired by the closing date of the JOA) and that your Employment Application Package is accurate and complete.</p> <p>Applicants will receive an email informing them of the receipt of their Employment Application Package. If an applicant does not receive this email within 24 hours of submitting their Employment Application Package by email, it is his/her responsibility to contact HRO at RotaHROInternalLNJobs@eu.navy.mil or via telephone at 956 82 16 43, within the following 24 hours. There will be no exceptions to this 24-hour period. If an applicant applies on a Friday after HRO’s working hours or on a holiday, he/she will receive this email the following working day (See section 4 of the Applicant’s Guide).</p>

Editions of the Employment Application dated prior to **MAY 2022** are obsolete and unusable.