


**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 #	LN26-633821		
	Position	COMPUTER ASSISTANT, UA-0335-03		
	Salary Range	€2,816.11 – € 3,090.49 per month plus applicable allowances		
	Opening Date	18-JUN-2026	Closing Date	27-JUN-2026
	Location	DEFENSE HEALTH AGENCY (DHA), NAVHOSP, INFORMATION MANAGEMENT, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> <li>1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</li> <li>2. Applications must be completed and submitted in English.</li> <li>3. Applicants must be able to read, write and speak fluently in both English and Italian.</li> <li>4. This is a Permanent Full-Time position.</li> <li>5. Selectee will be required to favorably pass a <b>physical examination</b> and <b>security background check</b> as a condition of employment.</li> <li>6. Position may require some standing, walking, bending, stooping, and lift and carry lightweight items up to 20 kilograms, and heavier items with assistance.</li> <li>7. Position may be subject to “on call” duty status.</li> </ol>			
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 performs a variety of IT functions in support of U.S. NMRTC Sigonella, U.S. Navy Medicine Readiness &amp; Training Unit (NMRTU) Souda Bay, and U.S. NMRTU Bahrain. Installs software in support of new requirements or updates software and hardware as necessary. Provides telephonic or on-site customer support in diagnosing, repair or resolution of personal computer hardware and software problems. Performs installations and configurations, account setup and management, trouble ticket resolution, security management. Involved in the installation, configuration, testing and implementation of the systems environment in support of the organization’s IT architecture and business needs. Analyzes, determines the source of the problem and, if necessary, transfers customer’s trouble ticket to the appropriate source for corrective action. Researches, evaluates and provides feedback on problematic trends and patterns in customer support requirements. Receives all automation purchase requests, researches for proper equipment software purchase and service agreements and initiates the preparation of contracts or purchase orders within the Government Purchase Card (GPC) limits. Ensures requisitions are complete and include a clear concise scope of work, or specification, and an official government estimate. Analyzes prices to determine if they are within reason of the Government estimate or current price trends. Maintains all automation maintenance contracts by monitoring performance, receiving invoices and preparing payment authorizations documents. Receives inventory equipment forms, tracks, updates and purchases inventory when necessary. Provides training in the use of Information Management/Information Technology equipment and performs educational presentations to local users regarding SharePoint usage and functions. Coordinates with NCTS/Base Communications Office to provide mobile device support, ensuring that all command smart mobile devices are properly configured. Assigned as the Primary Telecommunications Control Officer (TCO) for NMRTC Sigonella for voice requirements and data requirements and is responsible for submission of trouble tickets and follow up with BCO on status of issues.</p>			
Qualification Requirements	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/computer-clerk-and-assistant-series-0335/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/computer-clerk-and-assistant-series-0335/</a></p>			
(OPM Qualification Standards)	<p><b>UA-03:</b> One (1) year of specialized experience equivalent to the <u>UA-04</u> or equivalent experience in the private or public sector <b>OR</b> one (1) full year of graduate College or University level education beyond the Italian 1<sup>st</sup> Level Italian Degree or equivalent, that must be directly related to the work of the position.</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 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>1. Knowledge of computer operating systems, techniques and methods, including systems management software concepts and functions;</li> <li>2. Knowledge of guidelines and manuals to research system problems and provide assistance;</li> <li>3. Skill in applying customer service and customer support principles and methods, as well as technical aspects of purchasing IT equipment;</li> <li>4. Ability to provide training to customers.</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:  
[sigonella-hro-wantajob@us.navy.mil](mailto:sigonella-hro-wantajob@us.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.