

## 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 #	LN26-496705					
	Position	FINANCIAL MANAGEMENT ANALYST, UA-0501-01					
	Salary Range	UA-01: €3,157.52 – €3,484.17 per month plus applicable allowances					
	Opening Date	26-JAN-2026	Closing Date	31-JAN-2026			
	Location	NAVAL COMPUTER & TELECOM STATION (NCTS) SICILY, FINANCIAL MANAGEMENT DIVISION, SPECIAL ASSISTANTS DEPARTMENT, U.S. NAVAL AIR STATION, 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 physical examination and security background check as a condition of employment.</li> <li>6. Position may be subject to "on call" duty status.</li> <li>7. Selectee may be required to work after normal working hours. Overtime may also be required.</li> <li>8. Selectee may be required to move and carry items weighting up to 15 kilograms.</li> <li>9. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization.</li> <li>10. Work may require some travel via commercial and military aircraft to European and Overseas installations to attend meetings, conferences, and trainings.</li> </ol>						
Who May Apply	Permanent and temporary Appropriated and Non-Appropriated fund local national employees serviced by Human Resources Office, Morale, Welfare & Recreation (MWR) and Navy Exchange (NEX) Personnel Offices, Sigonella, Italy.						
Description of Duties	Incumbent serves as the Leading Financial Management Analyst, performs, oversees and monitors all matters concerning the execution of funds, both direct and reimbursable funding, including strict enforcement policy, interfacing as necessary with disbursing bill paying offices, and utilizing appropriate automated financial system. Performs and oversees financial, financial and accounting activities, evaluating progress, identifying trends, and recommending changes to objectives and resource allocation. Analyzes financial policies, plans, regulations, and higher-level guidance to determine their impact on command programs. Reviews planning and programming documents to ensure consistency. Conducts special studies on accounting issues and provides expert advice. Manages resource management activities affecting operational readiness. Validates, reconciles, monitors, and maintains general ledger and subsidiary accounts. Serves as a subject matter expert for financial, accounting, and budget programs and systems. Performs a full range of financial duties, including planning, monitoring, and evaluating financial systems. Provides guidance and expert advice on budgetary and financial matters. Reviews unusual system problems and liaises with the Civilian Personnel office for regulatory changes and data corrections. Reports errors to management and develops corrective actions. Advises management on implementing higher-level directives and reviews local financial directives, recommending implementation methodologies. Recommends system changes to the supervisor. Reviews complex financial transaction documents for accurate accounting. Performs other assigned duties.						
Qualification Requirements  (OPM Qualification Standards)	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0500/financial-administration-and-program-series-0501/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0500/financial-administration-and-program-series-0501/</a></p> <p>UA-01: One (1) year of specialized experience equivalent to the UA-02 or equivalent experience in the private or public sector OR three (3) full years of graduate level education leading to "Dottorato di Ricerca" or equivalent.</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><b>Graduate Level Education (College or University)</b> that demonstrates the knowledge, skills, and abilities necessary to do the work.</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 regulations, budgetary and accounting techniques, procedures and methods of budget formulation and execution.</li> <li>2. Skills in problem-solving to identify budgetary issues, develop solutions and resolve conflicts.</li> <li>3. Ability to integrate financial management aspects (budget executions, reporting, records, analysis and management information) into a unified program of financial support.</li> </ol>						
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: <a href="https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a>						

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 27 Sep 2024

**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)**

<b>EMPLOYMENT APPLICATION</b>  Applications are <b>only</b> accepted if there is an open vacancy announcement.  Vacancy announcements may be downloaded from: <a href="https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a>  The application form may be downloaded from: <a href="https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/">https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/</a> . Ensure that you are utilizing the latest version of the application form.  <b>ALL applications MUST be completed in English.</b>  <b>APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED "NOT QUALIFIED/INELIGIBLE" BY THE HRO.</b>  <b>WHO MAY APPLY</b>  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.  <b>QUALIFICATION REQUIREMENTS</b>  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.  <b>Work Experience:</b> Candidates must describe in detail, in their own words, work experience related to the vacancy and <b>MUST</b> specify: <ul style="list-style-type: none"><li>From/To dates of prior employment (month and year);</li><li>Position title and grade level;</li><li>Employer information;</li><li>WEEKLY HOURS;</li><li>Experience gained during military service (provide detailed description of duties performed)</li><li>Language proficiency</li></ul> 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.  <b>Typing Proficiency:</b> 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.  <b>Education:</b> If education is used for qualification purposes, the title of the degree/certificate/diploma <b>and</b> 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 <u>officially translated to English</u> .  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.	<b>SUBMISSION OF THE EMPLOYMENT APPLICATION</b>  APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN <b>ENGLISH</b> , to: <a href="mailto:sigonella-hro-wantajob@us.navy.mil">sigonella-hro-wantajob@us.navy.mil</a>  <ul style="list-style-type: none"><li>The subject line of your email <b>MUST</b> contain the Last and First name of the applicant <b>AND</b> the vacancy announcement number, for example: LAST NAME, FIRST NAME - LN19-003740;</li><li>Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;</li><li>Utilize the latest version of the application form downloaded from the CNREURAFCENT website;</li><li>Do not alter the content and the properties of the application;</li><li>Complete the application form providing all the requested information;</li><li>Do not send Postal Electronically Certified (PEC) emails;</li><li>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);</li><li>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;</li><li>The email and the attached application cannot exceed a maximum of 10MB;</li><li>Verify the accuracy and validity of the information prior to submission;</li><li>Submit the application by the closing date of the vacancy announcement.</li></ul> <b>VERIFICATION DOCUMENTS</b>  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.  <b>INTERVIEWS AND SELECTIONS</b>  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.  <b>STATUS OF THE EMPLOYMENT APPLICATION</b>  Consult the CNREURAFCENT website status column for the current recruitment stage: <a href="https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/">https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/</a> .  HRO does not provide status on job applications .  <b>NOTES:</b> <ol style="list-style-type: none"><li>Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.</li><li>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.</li><li>Prior lists of qualified candidates may be used to fill additional similar positions without further competition.</li><li>"Local National" refers to citizens of a European Union member state.</li><li>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.</li></ol>
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