


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 #	LN22-256199		
	Position	MANAGEMENT ASSISTANT, UA-0344-03		
	Salary Range	€2,489.98 – €2,764.36 per month plus applicable allowances		
	Opening Date	17-MAY-2022	Closing Date	21-MAY-2022
	Location	FIRE & EMERGENCY SERVICES (F&ES), FIRE SUPPRESSION, HAZMAT, TECHNICAL, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English. This is a Permanent Full-Time position. 			
Who May Apply	Permanent Appropriated Fund local national employees of Commander, Navy Installations Command (CNIC), UIC: 62995, serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	<p>Performs financial and administrative duties in support to the mission of the organization. Supports the fire department in budget preparation, financial execution, procurement and inventory management. Prepares annual budgets; recommends courses of action to department leadership for surplus or shortage of funds; monitors and reviews obligations, expenditures and procurement documentation. Identifies and facilitates resolution of discrepancies between local financial records and financial systems of record. Advises department officials on authorized uses of appropriated funds and procurement limits. Appointed as Government Purchase Holder, prepares or reviews GPC purchase documentation in accordance with GPC program rules and regulations and maintains records for GPC audits and reviews. Prepares or assists in the preparation of required documentation for contracts such as work statements, market research, etc. Assists department personnel in the use of automated travel systems such as Defense Travel System (DTS) to ensure proper accounting data is utilized and adequate expense documentation is submitted. Prepares DD-1149 forms for shipment of equipment and vehicles, tracks and maintains receipt and invoice documentation for supplies. Creates and organizes traditional and electronic filing systems, documenting the status of actions, correspondence, personnel actions, supply orders and financial documentation. Provides training and assistance to staff members on budget execution and administrative process. Assists in preparation of reports including manpower status reports, updates to organization charts, progress reports, etc. Receives, reviews and translates incoming correspondence and documents.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-clerical-and-assistance-series-0344/</p> <p>At the time of application, applicants must possess a valid class “B” driver’s license to drive vehicles in Italy.</p> <p>UA-03: One (1) year of specialized experience equivalent to the <u>UA-04</u> or equivalent experience in the private or public sector OR one (1) full year of graduate College or University level education beyond the Italian “Laurea 1° livello” or equivalent.</p> <p>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.</p> <p>Graduate Level Education (College or University) that is directly related to the work of the position.</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"> Knowledge of governing budgetary, personnel, resource management and other policies, procedures and regulations. Knowledge of accounting, budget or other financial principles and processing procedures. Skill in using automated office systems, word processing, electronic mail, database management, financial data processing. Ability to identify, analyze and resolve budgetary, administrative and resource management problems. 			
Announcement Status	For inquiries concerning job announcement status, consult the CNIC website: https://www.cnic.navy.mil/regions/cnreurfcent/installations/nas_sigonella/about/jobs.html			

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://www.cnic.navy.mil/regions/cnreurfcent/installations/nas_sigonella/about/jobs.html

The application form may be downloaded from:

https://www.cnic.navy.mil/regions/cnreurfcent/installations/nas_sigonella/about/jobs/how_to_apply.html

Applications for white-collar positions (JA) 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 CNIC 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 CNIC website:

https://www.cnic.navy.mil/regions/cnreurfcent/installations/nas_sigonella/about/jobs.html

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.