

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
OVERSEAS PROGRAM CENTER EUROPE, AFRICA, CENTRAL
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION**



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| Announcement No. | DD83FE-714376-EA |
| Position Title | IT Specialist (SYSADMIN), Ua-2210-01 |
| Salary Range | Euro 2,851.08 – E 3,177.73 per month plus applicable allowances |
| Closing Date | 06-OCT-2023 |
| Work Schedule | Full-Time Permanent |
| Job Location | Defense Health Agency, Medical Treatment Facility, Director Resource Management, Head, Information Management Dept, Gricignano di Aversa (CE), Italy |

Notes

The application form has been revised as of 01 Nov 2022, and any prior version will not be considered. Candidates must electronically submit a revised application form via e-mail to:
HRO_NAPLES-LN_JOBS@eu.navy.mil

1. Please read the "Instructions for Completing the Employment Application" on the following page of this announcement before submitting your application.
2. In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).
3. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment.
4. Applicants must be able to read, write and speak fluently in both English and Italian. **Applications must be submitted in ENGLISH.**
5. Selectee will be required to favorably pass a security background check as a condition of employment.
6. The applicant must possess a class "B" driver's license. **LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.**
7. Knowledge and demonstrated work experience developing capabilities within SharePoint (Enterprise/Foundation) & SharePoint Server 2010, 2013, 2016, 2019.
8. Knowledge in programming and database within Access, Excel, JavaScript, HTML, CSS, HTTPS, Microsoft SQL Server, Windows server IIS.
9. Knowledge in software use within MS Visual Studio, SharePoint Designer 2010 Microsoft InfoPath Designer 2010, JAVA, jQuery, Adobe Design and Web Premium (Photoshop; Illustrator Flash), Adobe Acrobat X/XI Pro.
10. The incumbent may be required to move or lift computer equipment during setup and implementation. This equipment may weigh up to 20 kilograms.
11. Some travel may be required.
12. Callback and emergency overtime may be required.

Who May Apply

Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.

Description of Duties

The incumbent is responsible for the administration of computer systems, databases and servers through the proper planning, coordination, installation, testing, operation, troubleshooting, and maintenance of legacy systems, software, and hardware. Provides technical support, maintenance, and administration for a wide range of servers and systems, including but not limited to medical, dental, pharmacy, radiology, PACS, network, and print servers. Establishes and maintains access and permissions to all folders, files, and users located on the Storage Area Network. Plans, coordinates, and implements the installation, upgrade, and maintenance of the operating environment, including databases, utilities, systems management products, third-party systems software, security packages, scheduling systems and applications software packages to ensure, protect, and restore IT systems, servers, services, and capabilities. Installs, configures, and maintains network operating systems on network servers, hardware, desktop/client operating systems and all related application and communications software. Designing and coordinating the design, and development of Inter/Intranet pages, web components and other capabilities within SharePoint. Responsible for migrating, converting, formatting, and integrating web software support into the command SharePoint portal/environment within local the local and enterprise SharePoint as a Service domains. Assists and trains department staff and end users to develop, maintain, and perform web part editing of the department's intranet web pages, workflows, and document libraries.

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| Qualification Requirements | <p>All eligibility and qualifications must be met by the closing date of this announcement. Please visit https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2200/information-technology-it-management-series-2210-alternative-a/</p> <p>SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to the Ua-02 grade level, or equivalent experience in the private or public sector 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. This experience must include Information Technology (IT) related experience that demonstrates each of the following four competencies:</p> <ol style="list-style-type: none"> 1. Attention to Detail - Is thorough when performing work and conscientious about attending to detail. 2. Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services. 3. Oral Communication - Expresses information (i.e., ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (i.e., technical sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately. 4. Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations. <p style="text-align: center;">OR</p> <p>EDUCATION SUBSTITUTION FOR EXPERIENCE: “Dottorato di ricerca” or equivalent degree may be substituted for experience if it demonstrates the knowledge, skills, and abilities necessary to do the work (i.e. Computer Science, Engineering, Information Science, Information Systems Management, Mathematics, Operations Research, Statistics, or Technology Management).</p> <p><u>To receive credit, you must fill out the required fields on the “Employment Application” form.</u></p> <p>HOW YOU WILL BE EVALUATED: In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the position. You will be rated based on the experience and education described on your application form.</p> |
| Application Status | <p>Status updates will be provided by position at the following website: https://cnreura-cent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/</p> <p>Applicants may inquire about the status of their job applications by e-mailing to: HRO_NAPLES-LN_JOBS@eu.navy.mil, and indicating in the SUBJECT LINE: “Inquiring on job application submitted by LAST and FIRST name, AND the announcement number with title, series, grade AND application DATE” (e.g. <i>Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-EI, Office Automation Clerk, Ua-0326-06, on 22 Nov 2022</i>).</p> |

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Revised NOV 2022

DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY (Revised Nov 2022)

INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)

SUBMISSION OF EMPLOYMENT APPLICATION

Application **MAY ONLY BE SUBMITTED VIA E MAIL**. HRO will NOT accept "hard copy" applications. Submit your application to: HRO_NAPLES-LN_JOBS@eu.navy.mil.

In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:

<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

The new application form may be downloaded from:

<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

Applications for white-collar positions (Ua) must be completed in English.

Applications for blue-collar positions (Uc) may be completed in Italian or English.

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY HRO:

- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- Utilize the last version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Application must be completed in its entirety answering ALL questions;
- Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
- **Do not send Postal Electronically Certified (PEC) emails;**
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information submitted;
- Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.
- **The candidate's signature is NOT required on page 9 of the application form, however candidate must enter his/her LAST, FIRST name and DATE.**

WHO MAY APPLY (AREA OF CONSIDERATION)

- Citizens of a member state of the European Union.
- Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy. Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

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, e.g. 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, any work experience related to the job vacancy and must specify:

- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer's name and address;
- Experience gained during military service, providing detailed description of duties performed;
- Language proficiency.

Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.

Typing Proficiency: Self-certify your typing proficiency in the appropriate block on 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 may be 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.

VERIFICATION OF 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. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

NOTES

- Employment of relatives is restricted in accordance with NAVSUPPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- "Local National" refers to citizens of a European Union member state.
- Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 November 2018.