


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 #	LN23-444174		
	Position	SAFETY AND OCCUPATIONAL HEALTH SPECIALIST, UA-0018-02		
	Salary Range	€2,690.26 – €2,987.64 per month plus applicable allowances		
	Opening Date	23-JAN-2023	Closing Date	29-JAN-2023
	Location	NAVSUP, FLEET LOGISTICS CENTER (FLCSI), SITE DIRECTOR – SI, BUSINESS SI DIV, SIGONELLA, ITALY		
Notes	<div>1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</div> <div>2. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English.</div> <div>3. This is a Permanent Full-Time position.</div> <div>4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.</div> <div>5. Position is subject to “on call” duty status.</div> <div>6. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization.</div> <div>7. Prolonged periods of walking, standing and bending is required. Lifting up to 25 pounds may also be required.</div> <div>8. Work requires frequent surveys of various divisional warehouses to include A-bay warehouse located in the port of Niscemi.</div>			
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>Responsible for the execution of Site Sigonella’s safety, security and facility programs. Advises for technical, operational and administrative coordination with both NAVSUP Sigonella Head Quarters, NASSIG Installation agencies and local agencies for matters related to Environmental, Safety and Occupational Health and Facility Infrastructure Programs. Oversees planning, direction and timely execution of safety programs’ development and clearance of goals. Provides guidance to Department Head and Managers in regards to safety and rescue plans, industrial and maintenance functions and reviews and provides advice to administrative change proposals to Safety policy. Conducts daily inspections to identify risk potential involving work sites, machine and equipment operations; reports on unsafe mechanical and physical conditions, hazards and health violations to appropriate supervisor and Site manager. Recommends proper safety and occupational health measures to eliminate and minimize the possibility of injury and damage. Plans and executes safety training programs, distributes promotional materials and keeps staff updated concerning new safety regulations and changes. Schedules medical appointments for employees required to take periodically medical examinations, maintains information files, processes paperwork and prepares safety and technical reports. Also responsible for the implementation of all NAVSUP facilities management, overseeing the production of a variety of facilities planning products and services such as: Area Development Plans (ADP), Installation Development Plans (IDP), Capital Improvements Plans (CIP) etc. Conducts studies for projects estimates and estimated completion and monthly inspections of all Site Sigonella’s facilities to identify any facility issues. Reviews architectural and engineering drawings for new building construction, recommending changes as necessary. Assists the Transportation Officer in managing the Material Handling Equipment (MHE) maintenance programs. Serves as Purchasing Coordinator for all materials used to execute daily business within the Warehouse, Shipping and receiving areas, such as safety equipment and other needed materials, and maintains records and inventory.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight-classification-qualifications/general-schedule-qualification-standards/0000/safety-and-occupational-health-management-series-0018/</p> <p>UA-02: One (1) year of specialized experience in or related to safety and occupational health, equivalent to the UA-03, that provided the specific knowledge, skills and abilities to perform successfully the duties of the position, or equivalent experience in the private or public sector OR two (2) full years of graduate level education equivalent to “Laurea Specialistica/Magistrale” with major study in safety or occupational health fields (safety, occupational health, industrial hygiene).</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> <div><div>1. Knowledge of safety and occupational health regulations, policies, methods, practices and procedures.</div><div>2. Knowledge of industrial work processes to determine factors contributing to incidents as well of constructions standards, practices and techniques to evaluate compliance with constructions safety standards.</div><div>3. Skill in using workstation computers and office software to track and record data, prepare reports and write procedures and training guides.</div><div>4. Ability to interpret specifications to identify potential hazardous conditions in facilities or activity sites.</div></div>			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcent.cnnc.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

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/>

Applications for white-collar positions (UA) 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 CNREURAFCENT 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 CNREURAFCENT website:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

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.