

**U. S. DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE – BAHRAIN
VACANCY ANNOUNCEMENT
MERIT PROMOTION PROGRAM**

ANNOUNCEMENT #: NSA-23-031
POSITION: Office Automation Assistant
PP-SERIES-GRADE: BG-0326-06/07
MONTHLY SALARY RANGE: BD559.999– BD850.977
LOCATION: PWD, NAVFAC BAHRAIN

OPENING DATE: 07-JUN-2023
CLOSING DATE: 11-JUN-2023
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 48 HRS
VACANCIES: 01

WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES.

IMPORTANT INFORMATION:

1. All applicants are required to complete the Foreign National Screening Questionnaire Form and this Form must be dated within the last 12 months. Failure to attach the form to your application will result in non-consideration. This Form is located in the Job Portal <https://cnreurafcnt.cnic.navy.mil/Installations/NSA-Bahrain/Operations-and-Management/Human-Resources/Job-Openings/>
2. Please read the “HOW TO APPLY” section in this announcement carefully for instructions and apply Online at: applicationbahrain@me.navy.mil
3. All Resumes/CVs not received by the **closing date** will **NOT** receive consideration.
4. Failure to follow all the instructions will result in the Non-Consideration of your application.

ABOUT THE JOB

This position is located with the Facilities Engineering Acquisition Division (FEAD), Public Works Department, Naval Support Activity Bahrain. The primary purpose of this position is to perform office automation work, including word processing and desktop publishing software. Also uses various other applications such as calendars, email, spreadsheets, databases, and/or graphics programs. The employee also provides clerical support to ensure efficient office operations. Perform a variety of receptionist and other clerical and administrative functions, using judgement to answer recurring questions and resolve problems. Performs a variety of office automation duties which require a knowledge of various types of equipment and software. Such assignments involves the storage and retrieval of technical data, text editing and processing. Formats, organizes, and inputs a variety of production and performance data on a continuing basis for on-going operations. Utilizes specialized database software which permits creation, formatting, modification, and electronic printing documents. Input is of a routine nature based upon information provided by the supervisor and production personnel. Uses database application, inputs and updates database information as required, makes standard and ad-hoc queries and retrieves information for use in preparation of standard and nonstandard reports. Utilize desk top publishing software packages, prepares final reports/correspondence that merge graphs and text together into a final output. Prepares charts showing a wide variety of data for the department briefings. Responsible for entering Material Supply Requests (MSR) for FEAD in NEAMIS and forwarding to supervisors for approval and funding prior to purchase. Serves as alternate Card Holder for Government Card Purchase Program. Responsible for ensuring proper and responsible use of the purchase card. Performs other duties as assigned.

QUALIFICATIONS/EVALUATION REQUIREMENTS

BASIC REQUIREMENTS:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/office-automation-clerical-and-assistance-series-0326/>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

NOTE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

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BG-06: General Experience: One (1) year. **And/or EDUCATION:** 2 years above high school.

General Experience is: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

BG-07: Specialized Experience: One (1) year equivalent to at least next lower grade **BG-06**

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level including the below:

1. Experience to produce a wide range of documents that often requires complex formats, such as graphics or tables within text, to edit and reformat electronic drafts, and to update or revise existing databases or spreadsheets using software applications.
2. Application of Government Card Purchase Program administrative rules, regulations and procedures associated with recording, reporting, processing and monitoring of credit card transactions.
3. Work experience using Word Processing, Desktop Publishing software, or similar computer applications to perform Office Automation work.
4. Prepare briefing materials, organizational data, charts, reports and other materials

Qualification requirements contained in this vacancy announcement are based on the U.S. Office of Personnel Management (OPM) Standards Handbook, which contains Federal qualification standards. This handbook is available on OPM's website at <http://www.opm.gov/qualifications>

- You must meet ALL qualification requirements by the closing date of this announcement.
- To qualify for this position, your resume/CV must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Resumes/CVs that do not reflect the necessary experience/education to meet the qualification standards for the job will not be referred for consideration.
- Generally, current BG Civilian employees applying for BG jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. **All qualifications and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.**
- Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV.
- **Please note: If you do not identify the name and phone number of each employer, the title of each job performed (including pay plan and grade if applicable), as well as the start and ending dates (Month/Year) of employment in your Resume/CV your application will NOT be referred for consideration.**
- **Candidates MUST ensure:**
 - **Work experience clearly shows knowledge of the subject matter pertinent to the position.**
 - **Number of hours (40/48hrs) performed per week.**
 - **Technical skills to successfully perform the duties of the position.**
 - **Ability to communicate well both orally and in writing.**

CONDITIONS OF EMPLOYMENT

- **APPLICANT MUST BE ABLE TO SPEAK, READ, WRITE AND UNDERSTAND ENGLISH FLUENTLY.**
- Applicant must be 18 years of age at the time of application.
- Applicants other than Bahraini/Arab Nationals must be registered in LMRA.
- Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.
- A Current Good Conduct Certificate dated within 3 months of this announcement will be requested at the time of Job Offer.
- **Must possess and maintain a valid Bahrain Vehicle Driver's License which should be valid for at least 3 months at application receipt date.**

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- PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.
- VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
- Using standardized typewriter style keyboard with additional function keys.
- **Qualified typist is required (must be able to type 40 w.p.m.). You may present a certificate of proficiency from a school or other organization authorized to issue such certificates, or by self-certifying your proficiency on your resume/CV (if self-certifying, a proficiency performance test may be administered).**
- Must have knowledge of grammar, spelling, capitalization, punctuation, and general terminology necessary to prepare documents from handwritten draft into final form.
- Sitting, walking, standing, bending, and carrying of files. No special physical demands.
- If selected, you will be required to provide COVID-19 vaccination status as well as comply with workplace safety protocols related to masking, physical distancing, testing, travel, and quarantine

REQUIRED (✓) DOCUMENTS (MANDATORY) ALONG WITH APPLICATION:

No.	Documents	Non US DEP of US CIV Emp/Mil Spouse	Current BG Employees		
1	Resume or CV (ABSOLUTELY NO PHOTOS/PICTURES). One resume per application ONLY	✓	✓		
2	Transcripts (if qualifying on basis of education) Transcripts must be translated to English to be considered.	✓	✓		
3	Copy of COVID-19 Vaccination Certificate or Card	✓	✓		
4	Copy of CPR (Front & Back) - Must be valid for at least 3 Months	✓			
5	Copy of Passport - Must be valid for at least 6 Months	✓			
6	Copy of Work Residence Permit - Must be valid for at least 3 Months	✓			
7	Copy of SF-50		✓		
8	Family Affiliation	✓	✓		
9	Foreign National Screening Questionnaire (Blank form available in Google Drive under instruction tab)	✓	✓		
10	Copy of Spouse’s PCS order/Dependent entry approval for Non-U.S. Citizen Spouses	✓			
11	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓			
12	Copy of Bahrain Vehicle Driver's license (Front & Back) - Must be valid for at least 3 Months	✓	✓		
13	Certificate or Must self-certify typing speed	✓	✓		

ADDITIONAL DOCUMENT REQUIREMENTS

- All documents must be legible. No photos/pictures are permitted on resumes.
- Do not submit training certificates, letters of appreciation, experience certificates and any other documents not listed on this announcement.
- Please provide information regarding any relatives currently employed by the U.S. Navy in Bahrain. The written statement should state if you have or do not have a family member working with the U. S. Navy. This information may be provided in

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your Resume/CV or in an attached statement. Failure to disclose any/all family affiliations will result in the non-consideration of application or termination of employment.

- Full name of relative (as reflected on CPR Card), Relationship (e.g., spouse, brother, cousin, uncle, etc.), Job Title, and Department.
- If all the required documents above are not provided by the closing date of the announcement, your resume/CV will not receive consideration.
- **Transcripts must be translated to English to be considered.** Education documents obtained outside of Bahrain, with the exception of the United States, **MUST** be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. While unofficial transcripts (translated into English) are acceptable for initial application, an official transcript evaluated by a U.S. based credentialing service will ultimately be required if you are selected for the position. Please utilize the following link for service providers. <https://www.naces.org/members>.

HOW TO APPLY

****ANY**** applicant within the “WHO MAY APPLY” section of this announcement may now submit application online at: applicationbahrain@me.navy.mil

- Your application **MUST** have the Announcement Number in the subject line of your e-mailed application (i.e. NSA-22-XXX) **AND** be received by the closing date. If this requirement is not met your application will not be considered.

The screenshot shows an email composition window. The 'To' field contains 'Application Bahrain;'. The 'Subject' field contains 'NSA-20-XXX'. The 'Attachments' section lists five files: 'Passport.pdf (21 KB)', 'Transcripts.pdf (21 KB)', 'Family Affiliation.pdf (21 KB)', 'Resume-CV.pdf (21 KB)', and 'ID Scans.pdf (21 KB)'. A 'Send' button is visible on the left side of the window.

- Your application **WILL NOT** be considered if the announcement number is not in the e-mail subject line.
- Only **ONE** email will be accepted per vacancy announcement. If more than one email is sent only the most **RECENT** will be accepted.
- Failure to submit applicable required documents (as attachments) will result in your application not being considered.
- Your resume will **not** be kept on file – it will only be used for this announced vacancy. If you wish to apply for another vacancy then you will have to send in another resume.
- **PLEASE DO NOT** submit your documents as **zip files** or **pictures** (.JPEG, .JPG, .PNG, .GIF). Documents/Attachments other than PDF or Word Files will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

WHAT TO EXPECT NEXT

Once your completed application is received we will conduct an evaluation of your qualifications. The candidates rated eligible will be referred to the hiring manager for further consideration. No notifications are given regarding receipt or status of your application. **You will only be notified if you are selected for the position.**

For further inquiries please call 1785-4763 or e-mail us at HROBahrain@me.navy.mil.

We will not be accepting resumes that are sent to this e-mail.

** Please note that HROBahrain@me.navy.mil is for **INQUIRIES ONLY**. Do **NOT** submit your resume to this e-mail. **