


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 #	LN22-291698		
	Position	TRANSPORTATION ASSISTANT, UA-2102-05/04		
	Salary Range	UA-05: €2,253.16 – €2,484.05 per month plus applicable allowances UA-04: €2,363.11 – €2,615.31 per month plus applicable allowances		
	Opening Date	27-JUN-2022	Closing Date	29-JUN-2022
	Location	NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP), HOUSEHOLD GOODS BRANCH-SI, SUPPLY MANAGEMENT DEPT., SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> 1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. 2. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English. 3. This is a Permanent Full-Time position. 4. This position may be filled at the lower or higher level. If filled at the lower level, incumbent may be non-competitively promoted to the full performance level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 5. Position may require some walking, standing, bending and carrying of light items. 			
Who May Apply	Permanent Appropriated Fund local national employees of NAVSUP department serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	Performs customer support for the Personal Property Shipping Office (PPSO), providing counseling in arranging and coordinating pickup, shipment or storage of household goods, unaccompanied baggage, privately owned vehicles, boats, mobile homes. Reviews orders and determines eligibility for the shipment, explaining its options, excess costs, and various ways to avoid them, and determining the optimal combination of shipping and storage services. Finalizes Application for Shipment and/or Storage of Personal Property form. Compiles all required documents for shipment, counseling checklists, customs forms, etc., and processes electronic invoices. Performs contractor services evaluation, ensuring compliance with contract specifications and other government regulations. Conducts quality control inspections on-site, by telephone and in warehouse to ensure appropriate safety and security measures are in place. Interprets regulations, performs loss and damage claims assistance and provides technical information and assistance to supported satellite remote locations. Performs other duties as assigned.			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2100/transportation-clerk-and-assistant-series-2102/</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-05: One (1) year of specialized experience equivalent to the <u>UA-06</u> or equivalent experience in the private or public sector OR three (3) years of successfully completed college or university level education in any field of study above the Italian “Diploma di Maturità” or equivalent OR “Laurea”.</p> <p>UA-04: One (1) year of specialized experience equivalent to the <u>UA-05</u> or equivalent experience in the private or public sector OR half (½) a 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"> 1. Knowledge of traffic management and transportation policies, principles and methodology as well as customs clearance (import/export procedures); 2. Knowledge of personal property management, household goods entitlements, inbound and outbound shipment management and storage services; 3. Skill in using automated information systems and in preparing briefs, reports and presentations; 4. Ability to reconcile shipment errors and to assist with filing loss and damage claims. 			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcnt.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.