

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

ANNOUNCEMENT #: NSA-25-039
POSITION: Management and Program Assistant
PP-SERIES-GRADE: BG-0344-09
MONTHLY SALARY RANGE: BD684.444– BD967.778
LOCATION: FFSC, NSA Bahrain

OPENING DATE: 21-OCT-2025
CLOSING DATE: 03 -NOV-2025
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 40HRS
VACANCIES: 01

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

IMPORTANT INFORMATION:

Please note the change in our email address. New email address to submit your application is:
applicationbahrain@us.navy.mil
For inquiries: HROBahrain@us.navy.mil

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@us.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 at the Fleet & Family Support Center (FFSC), NSA Bahrain. All FFSC direct services are provided by this office fall into three main categories: Career/Retention, Deployment/Readiness, and Crisis Response. Diverse methods for delivering services include providing information and referral, educational instructions or training and professional counselling. Purpose of this position is to provide a wide variety of non-supervisory administrative services for the Fleet & Family Support Center. The incumbent in this position is responsible for a myriad of administrative functions of FFSC division, including budget support, procurement, travel, manpower and IT and reports feedback to the FFSC Director in a timely manner. Establish internal procedures to secure adequate control in terms of deadlines, progress reports, and directives and uses own initiative in developing procedures which will increase the general flow of information and overcome bottlenecks in the administrative process. Responsible for day-to-day management and administration as well as providing analytical assistance of the FFSC budget. Response to a variety of budget calls and special data calls. Performs research and analyses data to prepare a multitude of specialized financial summary reports for submission to the FFSP Regional office. Prepares expenditure trend analyses, monitors actual performance of the business plan and identifies any variances. Updates the FFSC Director on the status and availability of funds. Manages the travel budget and obligates funds for the estimated cost of travel. Provides travel execution reporting to the Regional office and assists them in tracking travel funds throughout the year. Maintain current with JTR/JFTR travel regulations and publishes changed to staff. Screens travel claims for accuracy and coordinates travel claim processing. Liaisons appropriately between all parties involved to resolve disputes, process claims, pick-up and delivers documentation, and resolves delinquent claims. Incumbent serves as the Government Credit Card holder and as such, executes centralized purchasing of training, supplies, and equipment for the FFSC operation. Designs and maintains the FFSC website ensuring accurate and updated information at least on a quarterly basis. Applies knowledge of operating system principles and methods, and the functionality of the current systems environment to configure system components such as disk drives, printers, and other peripherals needed to support the operating environment. Prepare correspondence and a wide range of documents using application including Excel, Word, Power Point, etc. to create graphics, columns, indices, glossaries, charts, etc. Incumbent is responsible for the review of all outgoing correspondence and related record control, files, printing and duplication, office supplies and equipment, record

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management/disposal. Assist staff to resolve time card, schedule changes as well as pay and leave problems. Manages the office filing system and ensure file maintenance in accordance with Navy Directives. Identifies Instructions, Directives, FFSC Desk Guides, Standard Operating Procedures, resources and publications to be maintained by the office.

QUALIFICATIONS/EVALUATION REQUIREMENTS:**BG-09:**

SPECIALIZED EXPERIENCE: One year of specialized experience equivalent to the BG-08 grade that demonstrates your ability to:

1. Using Computer software such as Microsoft Word, Excel, Teams, Outlook for document creation, data analysis, communication, and program management; AND
2. Organizing the meeting such as schedule the meeting, preparation, and meeting minutes to manage the meeting program effectively; AND
3. Providing customer services such as ensuring clear, timely interactions with customers, consistently delivering uniform customer service experience; AND
4. Formulating and executing annual budget and analyzing department's obligations and expenditures to meet department mission by addressing operational efficiency; AND
5. Managing program utilization and service databases to prepare reports required for program service execution and quality assurance improvement.

EDUCATION: There is no education substitutes at the BG-09 grade level.

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>

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

BASIC REQUIREMENTS:

- 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 both orally and in writing.

CONDITIONS OF EMPLOYMENT

1. Applicant must be able to speak, read, write and understand English fluently.
2. Applicant must be 18 years of age at the time of application.
3. A current Good Conduct Certificate dated within 3 months of this announcement will be requested at the time of Job Offer.

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

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Family Member Preference	Non US Spouse & Family Member of US Military or US CIV Employees	Current BG Employees	Bahraini National	Other Nationals	NSA Bahrain Sponsored Spouse & Family Members of 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 CPR (Front & Back) - Must be valid for at least 3 Months				✓	✓	✓
4	Copy of Passport - Must be valid for at least 6 Months	✓	✓		✓	✓	✓
5	Copy of Work Residence Permit - Must be valid for at least 3 Months					✓	
6	Copy of SF-50			✓			
7	Family Affiliation (Sample format available in Job Portal)	✓	✓	✓	✓	✓	✓
8	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓	✓	✓	✓	✓
9	Copy of PCS orders with dependents listed AND Dependent entry approval	✓					
10	Copy of Visa (Multiple entry/Re-entry), AND Dependent entry approval		✓				
11	Copy of Residence Permit (Endorsement Residence)						✓
12	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓				✓	✓

Please Note: NSA Bahrain sponsored spouse & family members of BG employees are now eligible to be considered for employment on NSA Bahrain.

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):

Military spouse preference and Family member preference applicants (Non US Spouse & Family Members of US Civilian or US Military), will receive priority consideration. To be eligible for military spouse preference/family member preference, applicants are required to provide a copy of their Sponsor's PCS orders with dependents listed, and their Dependent entry approval letter at the time of application, to exercise their preference status. If MSP/FMP documents are not provided by the closing date of the announcement, military spouse preference/family member preference will not be applied.

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.

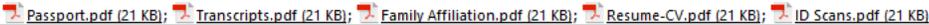
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- Please provide information regarding any relatives currently employed by the U.S. Navy in Bahrain. The written statement should state if you have or do not have a family member working with the U. S. Navy. This information may be provided in your 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.

Send	To...	Application Bahrain;
	Cc...	
	Subject	NSA-20-XXX
	Attached	

- 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@us.navy.mil.

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

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