

**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 #	LN25-105143		
Position	HOUSING MANAGEMENT ASSISTANT, UA-1173-05/03		
Salary Range	UA-05: €2,505.52 - €2,736.41 per month plus applicable allowances UA-03: €2,769.32 - €3,043.70 per month plus applicable allowances		
Opening Date	07-FEBRUARY-2025	Closing Date	13-FEBRUARY-2025
Location	HOUSING DEPARTMENT, FAMILY HOUSING REFERRAL, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		

<b>Notes</b>	<ol style="list-style-type: none"> <li><b>Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</b></li> <li><b>Applications must be completed and submitted in English.</b></li> <li><b>Applicants must be able to read, write and speak fluently in both English and Italian.</b></li> <li>This is a Permanent Full-Time position.</li> <li>Selectee will be required to favorably pass an <b>alcohol test</b>, a <b>physical examination</b> and <b>security background check</b> as a condition of employment.</li> <li><b>Position is subject to random alcohol testing in accordance with Italian Law 81/2008.</b></li> <li>This position may be filled at the higher or lower 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.</li> <li>This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization.</li> <li>Position may be subject to “on call” duty status.</li> <li>Work requires the employee to drive a Government owned and/or leased vehicle.</li> <li>Work involves some physical exertion while standing for long periods, walking on uneven surfaces, kneeling, pushing, pulling, bending, reaching, stretching and involve moving lightweight items and heavier items with proper assistance.</li> </ol>
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<b>Who May Apply</b>	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.
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<b>Description of Duties</b>	Incumbent monitors housing electronic database system (eMH) to coordinate, schedule, and perform pre-occupancy, pre-termination, and termination inspections. Checks records to update projected rotation dates (PRD) and projected changes of occupancy, maintaining continuous contact with residents. Prepares related instruments/material required to perform inspections. Maintains liaison to advise military families of housing needs and ensure good resident/management relations. Provides assistance for housing resident relations, investigates and resolves problems and participates in the processing of complaints and related investigations concerning routine, non-routine, and complex resident complaints and disputes. Mediates and negotiates disputes associated with On-Base and Government leased units and reports any unresolved incidents to higher-level management. Schedules and coordinates the maintenance, repair, or other work required and conducts or arranges follow-up inspections to verify work/discrepancies has been performed/corrected. Monitors outsourcing contractors to ensure overall quality of performance of skill requested are being utilized. Conducts /participates in joint resident/management scheduled and unscheduled inspections of quarters to evaluate the cleanliness, maintenance, and habitability of the units, furnishings, equipment, and facilities. Inspects units for problems related to maintenance, electricity, water, heating. Maintains relations and resolves problems with all related organizations PWD/Realty Division, lessor and/or contractor representative and/or residents. Composes correspondence required for the administration of the Government leased housing program, maintains files, and submits reports. Prepares written narrative summaries based on the analysis of deficiencies to Facilities Director. Participates in regular or periodic surveys or audits to identify housing requirements or deficiencies, prepares draft survey reports of the activities assigned, coordinates findings with other survey team members, and develops recommendations for improvement or correction of reported conditions. Collects and assembles statistical data regarding past and current operations and maintenance expenditures. Assists, reviews data and prepares projected costs for use by other installation personnel in the preparation of financial reports or budgetary requests.
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<b>Qualification Requirements (OPM Qualification Standards)</b>	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/housing-management-series-1173/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/housing-management-series-1173/</a></p> <p><b>At the time of application, applicants must possess a valid class “B” driver’s license to drive vehicles in Italy.</b></p> <p><b>UA-05:</b> Three (3) years of general experience, one (1) year of which was equivalent to at least the UA-06 grade level or equivalent experience in the private or public sector <b>OR</b> three (3) years of successfully completed college or university level education above the Italian “Diploma di Maturità” or equivalent, leading to a “Laurea”.</p> <p><b>General experience:</b> Progressively responsible experience that demonstrates ability to: (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) Plan and organize work; and (3) communicate effectively orally and in writing. Such experience may have been gained in administrative, professional, technical, investigative or other responsible work. Experience of a general clerical nature is not creditable.</p> <p><b>UA-03:</b> One (1) year of specialized experience equivalent to at least the UA-05 grade level or equivalent experience in the private or public sector <b>OR</b> one (1) full year of graduate College or University level education beyond the Italian “Laurea 1° livello” or equivalent.</p> <p><b>Specialized experience:</b> 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><b>Graduate College</b> or University level education must demonstrate the knowledge, skills and abilities necessary to do the work.</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"> <li>Knowledge of local Italian housing laws, regulations, policies and programs related to commercial housing business practices.</li> <li>Knowledge of investigative techniques and procedures for accepting and investigating complaints.</li> <li>Skill in inspecting, identifying cost effective results, and solving a variety of housing facilities maintenance problems.</li> <li>Ability to determine work performance in various trades associated with repairs, improvements or maintenance of housing units/complexes.</li> </ol>
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<b>Announcement Status</b>	For inquiries concerning job announcement status, consult the CNREURAFCENT website: <a href="https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a>
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**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/>. Ensure that you are utilizing the latest version of the application form.

**ALL applications MUST be completed in English.**

**APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE HRO.**

**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.

If the announcement text is copied verbatim, the application will not be considered.

**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:** If education is used for qualification purposes, the title of the degree/certificate/diploma **and** all courses/subjects must be translated to English.

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 to English.

Graduate education is College or University level education beyond the Italian 1<sup>st</sup> Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to UA-06 grade level only.

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN **ENGLISH**, to:  
[si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil).

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, for example: LAST NAME, FIRST NAME - LN19-003740;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- 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 form providing all the requested information;
- 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 should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

**VERIFICATION DOCUMENTS**

Prior to appointment, selectees must provide verification of work experience, education and/or licenses, as applicable. Work experience certified on the application form is subject to verification with employers. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**INTERVIEWS AND SELECTIONS**

Interviews and selections are made by the Hiring Manager of the department requesting the vacancy announcement. Selectees will be notified exclusively by a staff member of the HRO.

**STATUS OF THE EMPLOYMENT APPLICATION**

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications .

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.
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 at management’s request.
3. Prior lists 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 April 2024.