


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 #	LN26-597105		
	Position	MANAGEMENT AND PROGRAM ASSISTANT (O/A), UA-0344-04		
	Salary Range	€2,672.37 – €2,924.57 per month plus applicable allowances		
	Opening Date	30-MAR-2026	Closing Date	03-APR-2026
	Location	DEFENSE HEALTH AGENCY, NAVHOSP SIGONELLA, DIR OF MEDICINE, EARLY INTERVENTION SVS (EIS), SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. Applications must be completed and submitted in English. Applicants must be able to read, write and speak fluently in both English and Italian. This is a Permanent Full-Time position. Position may require carrying of light items, walking, bending, standing and climbing stairs. Selectee must maintain confidentiality of patient discussion and documentation, as well as matters involving staff member appraisal and review. Annual privacy training must be up to date. 			
Who May Apply	Permanent Appropriated Fund local national employees of DEFENSE HEALTH AGENCY, NAVHOSP, SIGONELLA (UICs: DD83FF/39163) serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	<p>Acts as the assistant to the Program Manager, serving as a liaison between the Department Head and other command and base departments, in the Educational and Developmental Intervention Services (EDIS) Department. Performs clerical and administrative work in support of the clinic and its various programs. Gathers, researches and interprets information from files, documents and emails; reviews and processes incoming and outgoing correspondence, materials and publications; prepares and edits reports; collects and provides information; tracks the status of a number of projects assigned to the organization. Develops, reviews and updates office procedures to ensure effective operations regarding the clerical, procedural and administrative work of the unit. Uses word processing softwares to create, copy, edit, enter and calculate data for reports, as well as graphic softwares to provide graphs and charts for reports and presentations. Arranges and schedules meetings in accordance with Program Manager’s policies and priorities. Acts as an assistant and statistician for the Special Needs Program Management Information System (SNPMIS) EMR and database system. With a statistical analysis generated through the SNPMIS system, monitors program metrics in order to track referral, evaluation and service provision. Conducts and/or coordinates training utilizing SNPMIS training materials and support documents. Assists the Supervisor in ensuring that department staff members remain in compliance with command training requirements. Manages the clinic schedule by maintaining the EDIS staff calendar and delivers instructions for patient families to prepare for initial appointments. Uses the Military Health System (MHS) Genesis to check-in patients upon arrival for all referred cases or cancels appointments as needed. Maintains office records and patient files, ensuring that they are updated. Responds to inquiries concerning non-technical administrative matters and when unable to locate information, refers visitors and telephone inquiries to appropriate staff members. As supply representative for the department, coordinates and submits requests for office supplies and related materials and services for the clinic. Ensures all safety, fire and infection control requirements for the department are met. Provides administrative management of the Inter Component Coordinating Council (ICC).</p>			
Qualification Requirements	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-clerical-and-assistance-series-0344/</p> <p>MUST BE A QUALIFIED TYPIST – 40 WPM. (SCREEN OUT ELEMENT – TYPING SPEED MUST BE INDICATED ON THE APPLICATION)</p> <p>UA-04: One (1) year of specialized experience equivalent to the UA-05 or equivalent experience in the private or public sector OR half (½) a year of graduate College or University level education beyond the Italian 1st Level Degree 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) must be 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"> Knowledge of management principles, organizational theory, and techniques of analysis and evaluation. Knowledge of administrative regulations and operating procedures as they relate to management and administrative support functions. Skill in applying fact finding and investigative techniques to gather evidence, prepare reports and ensure compliance with regulations. Ability to plan, organize and present facts and information through the use of office automation systems and software applications. 			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcent.cniv.navy.mil/Installations/NAS-Sigonella/About/Jobs/</p>			

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 1st 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:
sigonella-hro-wantajob@us.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.