

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

AMENDMENT

23-OCT-2024

	Announcement #	LN24-064870		
	Position	MANAGEMENT AND PROGRAM ASSISTANT, UA-0344-05/04 (Full Performance Level UA-03)		
	Salary Range	UA-05: €2,393.28 – €2,624.17 per month plus applicable allowances UA-04: €2,510.26 – €2,762.46 per month plus applicable allowances per month plus applicable allowances		
	Opening Date	23-OCT-2024	Closing Date	27-OCT-2024
	Location	NAVSUP FLEET LOGISTICS CENTER, SITE DIRECTOR-SI, BUSINESS DIVISION, SIGONELLA, ITALY		

Notes

1. This announcement has been amended to change the “Description of Duties” paragraph as follows:

“Serves as the FLCSI – Site Sigonella Pay and Personnel Administration (CPPA) representative, collating, preparing, drafting documentation, for all site US military, for review, evaluation and processing by PSD/TSC. Processes transfers, completes onboarding of active duty and reserve US military personnel, executes order modifications, prepares Awards and evaluations. Liaisons with the responsible PSD on all matters of pay and personnel transactions for both Sailors and Marines assigned to the Operational Site. Participates in regular meeting with management to discuss military personnel support services issues, resolve problems and provides recommendations for correcting or improving the process. Provides administrative technical and clerical support to the operational site. Prepares and reviews a variety of reports and inspection reports and follows up on survey findings. Prepares letters, memorandums, notices, briefing slides and other office documentation and presentations. Arranges for telephone repairs or to have telephone lines and numbers changed. Works with the hiring manager to coordinate with Security office to obtain base access clearance for visitors. Provides check-in and/or check-out assistance to department employees. Serves as the Operational Site government vehicle transportation coordinator, maintaining inspection ready records, performing reconciliation of the government vehicle program and providing training for divisional transportation collateral duty personnel. Discusses with management support services issues, resolves problems and provides administrative assistance for the definition and implementation of required procedure directive, forms and reports. Collects and displays current and historical management information and provides graphic representation of how trends will affect mission and programs. Processes requisitions for supplies and services using Navy Enterprise Resource Planning (N-ERP). Serves as site Alternate Information Assurance Officer (IAO), preparing new accounts requests for reporting personnel. Submits finalized System Authorization Access Request – Navy (SAAR-N) forms for OneNet, Non-Classified Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR). Collects IT incident reports for submission to headquarters and maintains inventories of assigned IT equipment. Acts as a micro-purchase card holder, receiving approved purchase requests and effecting the purchase with the vendor using the assigned government purchase card. Examines invoices for accuracy, adequacy, legality and regularity in terms of contract provisions and applicable laws, policies, and regulations. Translates local invoices in English to address the different contracting and financial terminology. Prepares and types correspondence including memorandums, messages, statistical reports, personnel, administrative and performance appraisal forms. Reviews, analyzes and evaluates data to assist in the development of reports, charts, graphs, brochures and statistical data.”

2. This announcement has also been amended to update the Knowledge, Skills and Abilities (KSA's) under “Qualification Requirements” paragraph as follows:

1. Knowledge of supply functions, record management, receptionist duties and other general clerical practices and operations of an office, as well as familiarity with governing personnel administration references.
2. Skill in analyzing problems, formulating alternatives and presenting recommended solutions.
3. Ability to use business and financial support systems, including travel systems, requisitioning and purchase card systems and software applications to include Microsoft suite (i.e. spreadsheets, word processing, graphics and database).

Applicants who previously applied under this announcement do not need to re-apply, unless updating their application.

Announcement Status


For inquiries concerning job application status, consult the CNIC website:
<https://cnreurafcnt.cniv.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)

**Overseas Program Center Europe, Africa, Central,
Human Resources Office (HRO), Sigonella, Italy**

VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION

	Announcement #	LN24-064870		
	Position	MANAGEMENT AND PROGRAM ASSISTANT, UA-0344-05/04 (Full Performance Level UA-03)		
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	Opening Date	23-OCT-2024	Closing Date	27-OCT-2024
	Location	NAVSUP FLEET LOGISTICS CENTER, SITE DIRECTOR-SI, BUSINESS DIVISION, 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. Applications must be completed and submitted in English. 3. Applicants must be able to read, write and speak fluently in both English and Italian. 4. This is a Permanent Full-Time position. 5. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. 6. This position may be filled at the UA-05 or UA-04 with a full performance level of UA-03. Incumbent may be non-competitively promoted to the next higher/full performance level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 7. Position may require some walking, standing, bending or carrying of light items. 8. Position is subject to last minute overtime work. 			
Who May Apply	Permanent and temporary Appropriated and Non-Appropriated fund local national employees serviced by Human Resources Office, Morale, Welfare & Recreation (MWR) and Navy Exchange (NEX) Personnel Offices, Sigonella, Italy.			
Description of Duties	<p>Provides administrative technical and clerical support to the operational site. Prepares and reviews a variety of reports and inspection reports and follows up on survey findings. Prepares letters, memorandums, notices, briefing slides and other office documentation and presentations. Arranges for telephone repairs or to have telephone lines and numbers changed. Works with the hiring manager to coordinate with Security office to obtain base access clearance for visitors. Provides check-in and/or check-out assistance to department employees. Serves as Records Management Coordinator and ensures that appropriate documents are posted and maintained on official bulletin boards and the share drive. Ensures that requirements are met for approvals and documentation, and that associated funding is available. Keeps management informed of new or revised administrative policies, regulations, and procedures that affect internal administrative controls and functions of the organization. Discusses with management support services issues, resolves problems and provides administrative assistance for the definition and implementation of required procedure directive, forms and reports. Collects and displays current and historical management information and provides graphic representation of how trends will affect mission and programs. Processes requisitions for supplies and services using Navy Enterprise Resource Planning (N-ERP). As Approving Officer and Certifying Officer for NAVSUP FLCSI for the Government Commercial Purchase Card (GCPC) program cardholders (CH), will attest accuracy of all purchases. Examines invoices for accuracy, adequacy, legality and regularity in terms of contract provisions and applicable laws, policies, and regulations. As Operational Site Sigonella Information Assurance Officer (IAO), prepares new account requests for reporting personnel and submits finalized System Authorization Access Request – Navy (SAAR-N) forms for OneNet, Non-Classified Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR). Collects IT incident reports for submission to headquarters and maintains inventories of assigned IT equipment. Prepares and and types correspondence including memorandums, messages, statistical reports, personnel, administrative and performance appraisal forms. Reviews, analyzes and evaluates data. Makes travel arrangements, using Defense Travel System and prepares and/or assists with the preparation of travel orders. Maintains records of itineraries while they are in a travel status. Prepares and/or assists travelers with travel vouchers upon their return.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-clerical-and-assistance-series-0344/</p> <p>UA-05: One (1) year of specialized experience equivalent to the UA-06 or equivalent experience in the private or public sector OR three years of successfully completed college or university level education in any field of study above the Italian High School Diploma or equivalent OR Italian 1st Level Degree, or equivalent.</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"> 1. Knowledge of supply functions, record management, receptionist duties and other general clerical practices and operations of an office; 2. Skill in analyzing problems, formulating alternatives and presenting recommended solutions. 3. Ability to use business and financial support systems, including travel systems, requisitioning and purchase card systems and software applications to include Microsoft suite (i.e. spreadsheets, word processing, graphics and database). 			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcnt.cnnc.navy.mil/Installations/NAS-Sigonella/About/Jobs/</p>			
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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: 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.