


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 #	LN25-381884		
	Position	PURCHASING AGENT, UA-1105-05/04/03/02		
	Salary Range	UA-05: €2,547.82 – €2,778.71 per month plus applicable allowances UA-04: €2,672.37 – €2,924.57 per month plus applicable allowances UA-03: €2,816.11 – €3,090.49 per month plus applicable allowances UA-02: €2,979.25 – €3,276.63 per month plus applicable allowances		
	Opening Date	17-SEP-2025	Closing Date	19-SEP-2025
	Location	DEFENSE HEALTH AGENCY (DHA), NAVHOSP SIGONELLA, DIR OF RM, MATERIAL MANAGEMENT DEPARTMENT, 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. This position may be filled at the lower or higher levels. If filled at the lower level, 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. 6. Position may require some walking, standing, bending, carrying of light items. 7. Selectee may be subject to occasional travel up to 25%. 		
Who May Apply	Permanent Appropriated Fund local national employees of Material Management Department, U.S. Naval Air Hospital (ORG: NBF000, UIC: DD83FF) serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	<p>Incumbent uses different processes and methods to make a variety of purchases against various established contracts and agreements. Conducts a full range of pre and post award actions using acquisition methods, in compliant with all established laws, regulations and procedures. Executes each contract award utilizing automated logistics/procurement systems and/or contract writing system. Administers all awarded contracts to include initial award, issuance of modifications, negotiations of changes, exercise of options and negotiation of any contractor claims. Negotiates contract changes and determines price reasonableness on contract actions to ensure fair prices are paid and both parties receive adequate consideration. Negotiates issues with contractors such as price, transportation and handling charges, delivery dates, discounts, packaging and packing, method of shipment and material. Conducts market research, both locally and within the Area of Operations, to identify potential sources for medical/non-medical supplies/services/equipment. Ensures that all supplies and services are appropriately received under issued contracts and orders; reconciles payment to verify final payment has been made, closes out all contracts and orders issued in accordance with contract/order closeout guidance and procedures. As a Contracting Officer, is the liason with DHA, Fleet Logistics Centre and other support offices for all requirements above the delegated authority. Ensures all assigned transactions are conducted with the acceptable quality level as established in the quarterly Quality Assurance Self-Assessment (QASA) reviews. Communicates with customers ensuring they are aware of requirements and deadlines for procurement submissions. Maintains file inspection and audit ready.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/purchasing-series-1105/</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>UA-03: One (1) year of specialized experience equivalent to the UA-04 or equivalent experience in the private or public sector OR one (1) full year of graduate College or University level education beyond the Italian 1st Level Italian Degree or equivalent.</p> <p>UA-02: One (1) year of specialized experience equivalent to the UA-03 or equivalent experience in the private or public sector OR two (2) full years of graduate level education equivalent to Italian Degree “Laurea Specialistica/Magistrale”.</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 laws and regulations governing procurement, as well as practices to perform purchasing work. 2. Skill in applying market research methods and techniques to performs research analysis. 3. Ability to plan and organize work, manage multiple projects and summarize data. 			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcntl.cnic.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://cnreurafcen.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafcen.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:
usn.sigonella.nassigonella@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://cnreurafcen.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.