

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

**ANNOUNCEMENT #: NSA-23-050**  
**POSITION: PROGRAM ANALYST**  
**PP-SERIES-GRADE: BG-0343-11/13**  
**MONTHLY SALARY RANGE: BD1,190.668 – BD2,238.667**  
**LOCATION: NAVSUP, FLC BAHRAIN**

**OPENING DATE: 18-SEP2023**  
**CLOSING DATE: 24-SEP-2023**  
**APPOINTMENT TYPE: FULL TIME / PERM**  
**HOUR OF DUTY: 48 HRS**  
**VACANCIES: 01**

**WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES.**

**IMPORTANT INFORMATION:**

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 Instructions Folder on the Google Drive.
2. Please read the "HOW TO APPLY" section in this announcement carefully for instructions and apply Online at: [applicationbahrain@me.navy.mil](mailto:applicationbahrain@me.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 location in the Business Operations Department of the Naval Supply Systems Command (NAVSUP) Fleet Logistics Center Bahrain (FLCB), C300 Facilities and Information Technology Support Divisions in Bahrain. The incumbent plans facility projects and prepares documentation for repair and minor construction including alterations, equipment installation and maintenance. Conducts field investigations, prepares specification, develops cost estimates and prepares justifications for maintenance and repair initiatives. Conducts pre-construction reviews between contractors and the government. Coordinates review of plans and specifications prepared by consulting architects/engineers and originates related correspondence. Assists base personnel in obtaining data for facilities related reports such as the Annual Inspection Summary, Base Readiness Report, Shore Facilities Life Extension program and Environmental Compliance Evaluation. Coordinates space planning requirements. Plans and coordinates internal office furniture modifications and relocations. The incumbent plans, executes and monitors the budget related to facilities management at NAVSUP FLCB. This includes proper planning for mission funds, looking for alternative sources of funding such as MRP funding through NAVSUP HQ, NAVFAC funding sources, and reimbursable funding. Incumbent monitors contract performance related to services provided on behalf of NAVSUP FLCB facilities to include grounds maintenance, janitorial and refuse service contracts to ensure NAVSUP FLCB is adequately supported. Plan and deliver information technology customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training, in response to customer requirements. Research, evaluate, and provide feedback on problematic trends and patterns in customer support requirements. Furnish assistance to users and command leadership in preparation of requests for new equipment, systems, or infrastructure or modifications to existing equipment, systems or infrastructure, which would maximize the overall efficiency and effectiveness of operations. Assist the Information Systems Security Manager (ISSM) in submitting Request for Changes (RFC) to NCTS and ONE-Net to create, update, and delete user accounts, create, update NAVITAS ITPRs, telephone subscriber accounts, to include addition of NIPR/SIPR drops and iPhone user accounts.

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

**BASIC REQUIREMENTS:**

[Management and Program Analysis Series 0343 \(opm.gov\)](#)

**NOTE:** Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

**BG-11: SPECIALIZED EXPERIENCE:** One (1) year of specialized experience equivalent to at least BG-09

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**BG-13: SPECIALIZED EXPERIENCE:** One (1) year of specialized experience equivalent to at least BG-11 level or pay band in the Federal service or equivalent experience in the private or public sector.

Specialized experience is experience typically in or related to the work of the position that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position.

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>

- 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**

- Applicant must be able to speak, read, write and understand English fluently.
- Must be able to obtain and maintain a Bahrain Driver's License and/or US government motor vehicle operator permits.
- This work is mostly sedentary; however, walking, climbing ladders, crawling under and over equipment, bending, stooping and standing for long periods of time is required while inspecting buildings during field evaluations.
- Incumbent may be subject to occasional travel of up to 25%. This may require walking, bending and climbing during visits to various Navy and commercial installations. During the course of this travel, industrial facilities may be visited or toured.
- Work is normally performed in an office setting, however, incumbent is routinely required to travel and may be exposed to slippery or uneven ground, falling objects, constructions and site conditions, noise, dust and environment or other discomforts and hazards.

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

No.	Documents	Non US DEP of US CIV Emp/Mil Spouse	Current BG Employee s
1	Resume or CV ( <b>ABSOLUTELY NO PHOTOS/PICTURES</b> ). One resume per application	✓	✓
2	Transcripts (if qualifying on basis of education) <b>Transcripts must be translated to English to be</b>	✓	✓
3	Copy of CPR ( <b>Front &amp; Back</b> ) - 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 Spouse's PCS order/Dependent entry approval for Non-U.S. Citizen Spouses	✓	
10	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓	
11	Bahrain Driver's License and/or US government motor vehicle operator permits. Must be valid for at least 3 Months	✓	✓

## 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.
- 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

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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](mailto: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.

The screenshot shows an email composition interface. The 'To...' field contains 'Application Bahrain;'. The 'Subject' field contains 'NSA-20-XXX'. The 'Attachments' section lists five files: 'Passport.pdf (21 KB)', 'Transcripts.pdf (21 KB)', 'Family Affiliation.pdf (21 KB)', 'Resume-CV.pdf (21 KB)', and 'ID Scans.pdf (21 KB)'. A 'Send' button is visible on the left side of the interface.

- 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@me.navy.mil](mailto:HROBahrain@me.navy.mil).

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

\*\* Please note that [HROBahrain@me.navy.mil](mailto:HROBahrain@me.navy.mil) is for **INQUIRIES ONLY**. Do **NOT** submit your resume to this e-mail. \*\*