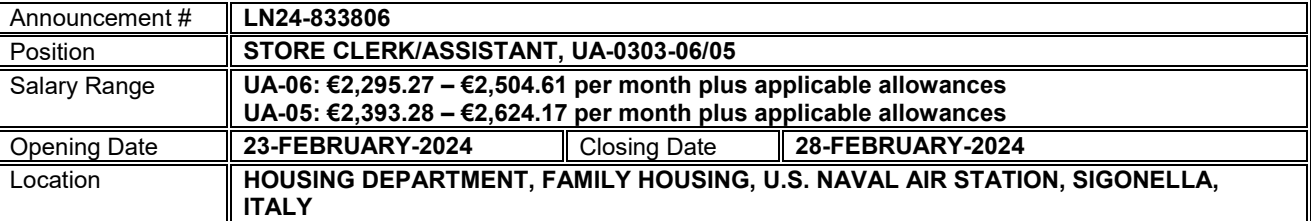


VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION



1. **Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.**
2. Applicants must be able to read, write and speak fluently in both English and Italian. **Applications must be submitted in English.**
3. This is a Permanent Full-Time position.
4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.
5. 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.
6. Work is primarily performed in a warehouse environment and may be exposed to dusty/dirty conditions and hazardous material.
7. Work involves some lifting, moving and carrying of items weighing up to 15 kilograms.
8. Work schedule ranges from Monday to Sunday from 0730 to 1800. Schedule is subject to change based on operational reasons. Selectee may work during weekends and U.S. or Italian holidays.

Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.

Position is located in the Self-Help Store, performs front desk operations and is responsible for the storage, inspection, control, minor maintenance, inventory, receipt and issuance of self-help materials and equipment to Military Family Housing (MFH) residents. Provides, accepts and reviews self-help registration forms and verifies eligibility. Incumbent works and operates at the Front Desk and completes duties which include but are not limited to greeting customers, logging them in the property management system tools (eMH) Reception component, answering questions and inquiries and providing information, referring customers to Housing inspectors, supervisor, or higher level management, answering phone calls, scheduling appointments, creating flyers, information sheets, Facebook announcements and posts, and others. Uses logs and computerized property management system tools to track, label and barcode all material received and issued. Maintains an accurate inventory of all material. Submits requisitions, disposal and replenishment actions via the appropriate channels to maintain adequate stock levels and meet the needs of the self-help program. Tracks purchase requests and coordinates delivery of new materials or turn-in unusable items for proper disposal. Liaisons with the Contracting Officer representative for the Maintenance Contract or directly with the contractor for emergent repairs and periodic maintenance of equipment. Maintains records to validate contractual work performance. Initiates actions for recurring maintenance issues. Performs minor cleaning and maintenance of self-help equipment as necessary and ensures material is ready for issue, safe for use and in operable condition. Issues self-help tools, personal protective equipment and assists customers as necessary. Instructs residents on the proper use of tools/equipment. Works with flammable liquid and other hazardous substances and follows applicable safety procedures. Maintains storage and work area clean and properly organized. Maintains records of delinquent equipment issued to residents and contacts as necessary. Works with the Housing Finance Section via the supervisor for reimbursement/payment of equipment that was lost/damaged. Operates Government owned or leased vehicles to procure or obtain materials/supplies from the housing warehouse or from vendors located in the local area. Performs other related duties within the scope of the position.

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-clerk-and-assistant-series-0303/>

At the time of application, applicants must possess a valid class “B” driver’s license to drive vehicles in Italy.

UA-06: One (1) year of general experience which is progressively responsible clerical, office or other work that indicated the ability to acquire the particular knowledge and skills needed to perform the duties of this position **OR** one (1) year of education above the Italian “Diploma di Maturità” or equivalent.

UA-05: One (1) year of specialized experience equivalent to the UA-06 grade level or equivalent experience in the private or public sector **OR** three years of successfully completed college or university level education above the Italian “Diploma di Maturità” or equivalent **OR** “Laurea”, in any field.

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.

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:

1. Knowledge of general clerical methods and procedures.
2. Skill in operating office automation equipment, desktop computers, MS Word, Outlook, and Excel software programs, facsimile machines, copier, scanners, printers and other electronic devices.
3. Ability to organize tools/equipment, maintain accurate inventory and operate automated computer system to retrieve data and provide reports.

For inquiries concerning job announcement status, consult the CNREURAFCENT website:
<https://cnreurafcen.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

Revised 6 .June 2022

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/>

Applications for white-collar positions (UA) MUST be completed in English. Applications for blue-collar positions (UC) may be completed in Italian or English.

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.

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: List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered.

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 into either the English or Italian language.

Graduate College or University level education is education beyond the Italian "Laurea 1° livello" or equivalent.

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

VERIFICATION DOCUMENTS

In case of selection, candidates MUST provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. Work experience certified on the application form is subject to verification with employers. CHR will proceed with the hiring process ONLY when all eligibility requirements are satisfactorily met.

SUBMISSION OF THE EMPLOYMENT APPLICATION

Applications MAY ONLY BE SUBMITTED VIA EMAIL. CHR will NOT accept "hard copy" applications.

Submit your application to: si-hro-wantajob@eu.navy.mil

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY CHR:

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, e.g. LN19-003740;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be accepted;
- 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 in its entirety answering ALL questions;
- 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 must not be sent);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- To ensure that the file is correctly transmitted and legible, scan the application form as a PDF document;
- Submit the application by the closing date of the vacancy announcement.

INQUIRIES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Status column will reflect current recruitment stage.
CHR will no longer be answering telephone inquiries.

Interviews and selections are made by the department requesting the vacancy announcement and the results will be communicated to the CHR. Selectees will be notified exclusively by a CHR staff member, upon verification of eligibility requirements.

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.
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.
3. List 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 November 2018.