


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 #	LN25-334657		
	Position	SPECIALISTA INFORMATICA (SUPERVISORE) / SUPERVISORY INFORMATION TECHNOLOGY (IT) SPECIALIST (PLCYPLN) Q-2210-Q2		
	Salary Range	€3,944.30 – €4,302.48 per month plus applicable allowances		
	Opening Date	08-AUG-2025	Closing Date	12-AUG-2025
	Location	DEFENSE HEALTH AGENCY (DHA), NAVHOSP SIGONELLA, DIR OF RM, INFORMATION MANAGEMENT, 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 be subject to “on call” duty status. Position may be required to work overtime on an emergency basis. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. 			
Who May Apply	Permanent Appropriated Fund local national employees of NAVHOSP Sigonella, Information Management (UIC: DD83FF, ORG: NBFT000) serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	<p>Serves as the senior information systems officer and IT project manager. Leads computer specialists who administer programs in functions including but not limited to: clinical and business information systems, Local and Wide Area Networks (LAN/WAN) administration, data system administration, cybersecurity, mobile computing, Tier 1 help desk support, IT lifecycle management, IT human resources management, and logistics support. Responsible for the day-to-day operations of the Information Management/Technology Department. Acts as the defacto department head in the absence of the CIO to ensure continuity of operations at Naval Hospital Sigonella from a technical standpoint unless otherwise directed. Assigns functional responsibilities and duties to subordinates. Designates objectives, priority requirements, special projects, interpretations and specifications of complex information systems, and special instructions. Coordinates with supervisors and staff in development of computer operating programs and procedures. Serves as the chair of the departmental Change Control Board, ensuring shared decision-making among relevant subject matter experts, policy change dissemination. Continually reviews current workload to establish work schedules, personnel requirements, and staff coordination requirements. Establishes performance requirements for subordinates, and prepares evaluations as necessary. Reviews completed work for adequacy, timeliness, compliance with established standards, and technical competency of work products. Works with the Chief Information Officer on the implementation and operation of major clinical and business information systems and/or networks. Directs development, update, and testing of the Continuity of Operations Plan (COOP). Monitors the management of the data center with applicable security and safety regulations. Applies Defense Acquisition principles and guidelines, budgets for and authorizes expenditure of funds in support of the core facility and outlying sites, and provides information on automation costs and resource requirements to the Chief Information Officer. Performs and provides broad IT project management, planning, control, and reporting services and expertise. Performs and provides otherwise-unavailable expertise, tools, services, and support to IT projects, divisions and staff in related areas. Supports analysis of client's business needs; communicates with stakeholders to identify and evaluate alternative solutions; defines requirements, develops project scope and completes level of effort assessments; identifies resources needed and individual responsibilities; plans project deliverables, goals, and milestones from design and development to production; develops Requests for Proposals (RFP) for 3rd party vendor services; delegates tasks and responsibilities to appropriate personnel; ensures project documentation is complete and current; determines appropriate reviews are completed; create strategies for dependencies, risk mitigation and contingency planning and integrates the efforts of team members, contractors and Original Equipment Manufacturer (OEM) vendors in order to deliver projects; other project management support services as required. Provides advice, expertise, and consults on IT technical matters, on IT project management matters, and on IT and project process and methodology matters. Works collaboratively with IT technical staff to produce products and service offerings for customers. As the SISO, the employee reports directly to the CIO, and is responsible for selecting, developing, and directly supervises a staff of eight local national (LN) computer specialists including technical supervision of US Civil Service, GS employees and contractors.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2200/information-technology-it-management-series-2210-alternative-a/</p> <p>One (1) year of specialized experience equivalent to the UA-01 grade level or equivalent experience in the private or public sector.</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. Such experience is typically gained in the IT field or through the performance of work where the primary concern is IT. <u>In addition, experience has to demonstrate each of the following competencies:</u> 1) Attention to detail; 2) Customer Services; 3) Oral Communication; 4) Problem solving.</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"> Professional IT technical knowledge in software engineering, networking and network technology, database technology, systems/technical architecture, systems analysis, systems/executive software, hardware technology, systems administration; Skill in the IT specialty area of IT project management, including project planning control, documentation, reporting and related services; Ability to apply the Federal Acquisitions Regulation (FAR) and the FAR DoD supplement to IT supply/equipment procurement, and contracting; capital budgeting; development of cost benefit analyses to guide acquisition planning. 			
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://cnreurafc cent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafc cent.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://cnreurafc cent.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.