

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 #	LN26-496947					
	Position	PROGRAM ANALYST, UA-0343-05/03/02					
	Salary Range	UA-05: €2,547.82 – €2,778.71 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	27-JAN-2026	Closing Date	31-JAN-2026			
	Location	NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP), FLEET LOGISTICS CENTER, BUDGET 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 an alcohol test, a physical examination and security background check as a condition of employment. 6. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. 7. 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 level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 8. Position requires some walking, standing, bending and carrying light items. 						
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.						
Description of Duties	<p>Responsible for financial management support in the areas of program cost development and for planning program costs associated with annual, multi-year, and long range planning for FLC Sigonella and subordinate activities. Provides analytical support in the areas of resource management, enterprise resource planning (ERP) document processing, and general business management. Performs analysis of cost to ensure compliance with regulations and the annual business plan, prepares detailed plans, budgets and schedules for programs, and participates in fiscal planning. Evaluates program funding plans and their execution, identifying problems and deficiencies in internal and external processes and recommending solutions to the Director of the Business Management Division. Performs specialized Navy Enterprise Resource Planning (ERP) work to track funds, record expenditures, process and reconcile purchase card buys and monitor reimbursable funds for NAVSUP FLCSI and all its Site locations. Assists in managing the NAVSUP FLCSI consolidated purchase card and travel programs, consisting in organizing the purchase, shipment and receipt of required materials and travel requests. Analyzes and evaluates current and projected programs to determine effectiveness and their compliance with applicable laws and regulations. Prepares data summaries for inclusion in routine reports, tabulates cost data on individual projects and applies basic statistical formulae to budgetary data. Analyzes, develops, and evaluates a wide variety of clerical and technical programs and operations to determine best business practices.</p> <p>***Duties and responsibilities at the lower levels will be developmental. Instructions concerning new and complex requirements and procedures inherent in developmental assignments will be explained and reviewed. The incumbent will gradually perform the assigned duties with a greater degree of independence and under decreasing supervision, as they reach the next higher level.***</p>						
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-analysis-series-0343/</p> <p>At the time of application, applicants must possess a valid class "B" driver's license to drive vehicles in Italy</p> <p>UA-05: Three (3) years of general experience, one (1) of which equivalent to the UA-06 grade level or equivalent experience in the private or public sector, that demonstrates the ability to: 1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; 2) plan and organize work; and 3) communicate effectively orally and in writing OR three years of successfully completed college or university level education in any field of study above the Italian High School Diploma or equivalent leading to an Italian 1st Level Degree or equivalent.</p> <p>UA-03: One (1) year of specialized experience equivalent to the UA-05 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 demonstrate the knowledge, skills, and abilities necessary to do the work.</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 policies and regulations of financial oversight and budget formulations and/or budget execution; 2. Knowledge of management principles and administrative practices and procedures to conduct studies of clerical work processes. 3. Skill in identifying and analyzing quantitative data and in applying fact-finding techniques; 4. Ability to use software related to office administration, spreadsheets, graphics, database management systems. 						
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/						
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER							

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Instructions for Completing The Employment Application (Local National – LN)

<u>EMPLOYMENT APPLICATION</u>	<u>SUBMISSION OF THE EMPLOYMENT APPLICATION</u>
<p>Applications are only accepted if there is an open vacancy announcement.</p> <p>Vacancy announcements may be downloaded from: https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</p> <p>The application form may be downloaded from: https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/. Ensure that you are utilizing the latest version of the application form.</p> <p>ALL applications MUST be completed in English.</p> <p>APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED "NOT QUALIFIED/INELIGIBLE" BY THE HRO.</p> <p>WHO MAY APPLY</p> <p>Citizens of a European Union member state.</p> <p>Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.</p> <p>Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.</p> <p>QUALIFICATION REQUIREMENTS</p> <p>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.</p> <p>Work Experience: Candidates must describe in detail, in their own words, work experience related to the vacancy and MUST specify:</p> <ul style="list-style-type: none">• 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 <p>Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.</p> <p>If the announcement text is copied verbatim, the application will not be considered.</p> <p>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.</p> <p>Education: If education is used for qualification purposes, the title of the degree/certificate/diploma and all courses/subjects must be translated to English.</p> <p>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.</p> <p>Foreign language documents must be <u>officially translated to English</u>.</p> <p>Graduate education is College or University level education beyond the Italian 1st Level University Degree or equivalent.</p> <p>Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to UA-06 grade level only.</p>	<p>APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN ENGLISH, to: sigonella-hro-wantajob@us.navy.mil</p> <ul style="list-style-type: none">• 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. <p>VERIFICATION DOCUMENTS</p> <p>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.</p> <p>INTERVIEWS AND SELECTIONS</p> <p>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.</p> <p>STATUS OF THE EMPLOYMENT APPLICATION</p> <p>Consult the CNREURAFCENT website status column for the current recruitment stage: https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/.</p> <p>HRO does not provide status on job applications .</p> <p>NOTES:</p> <ol style="list-style-type: none">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.