


**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)  
OVERSEAS PROGRAM CENTER EUROPE, AFRICA, CENTRAL  
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY  
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION**

	Announcement No.	62588-253131-LD
	Position Title	<b>MANAGEMENT ASSISTANT Ua-0344-03</b>
	Salary Range	Euro 2,489.98 – E 2,764.36 per month plus applicable allowances
	Closing Date	<b>03 June 22</b>
	Work Schedule	Full-Time Permanent
	Job Location	Fire and Emergency Services Department, NSA Naples, Italy
<b>Notes</b>	<p><b>The application form has been revised as of 01 Oct 2021, and any prior version will not be considered. Candidates must electronically submit a revised application form via e-mail to: <a href="mailto:HRO_NAPLES-LN_JOBS@eu.navy.mil">HRO_NAPLES-LN_JOBS@eu.navy.mil</a>.</b></p> <ol style="list-style-type: none"> <li>1. <b>Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application.</b></li> <li>2. <b>In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).</b></li> <li>3. <b>Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment.</b></li> <li>4. <b>Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in ENGLISH.</b></li> <li>5. <b>Driving of official vehicles is required.</b></li> </ol>	
<b>Who May Apply</b>	Permanent Appropriated (APF) and Non-Appropriated Funds (NAF) local national employees.	
<b>Description of Duties</b>	<p>The incumbent serves as the administrative assistant to the Fire Chief performing financial and administrative duties in direct support to the mission of the organization. Supports the fire department in budget preparation, financial execution, procurement and inventory management for department budget of approx. \$350K annually. Working with Installation and Region officials, prepares annual budgets and phasing plans by gathering data from department officials and assisting with projected requirements and expenses. Utilizes historical budget records to aid in future budget projections and identify financial trends. Recommends courses of action to department leadership for projected surplus or shortage of funds using a variety of financial systems, databases and Microsoft applications, monitors and reviews obligations, expenditures and procurement documentation to expedite efficient and effective funds execution. Identifies and facilitates resolution of discrepancies between local financial records and financial systems of record. Advises department officials on authorized uses of appropriated funds and procurement limits. Is appointed a Government Purchase Holder or a Government Purchase Card (GPC) Authorizing Official, ensuring all related training is current. Assists department personnel in the use of automated travel systems such as Defense Travel System (DTS) to ensure proper accounting data is utilized and adequate expense documentation is submitted. Assists department leadership in tracking overtime and compensatory time. Performs a variety of administrative tasks to support the department, including: report compilation, correspondence preparation, review, correction, formatting and routing, coordination of data requests from installation, region and headquarters officials, assisting new personnel with establishing system and account access. Serves as authority on administrative matters, providing training and assistance to staff members on budget execution and administrative processes. Performs translation, interpretation and typing in English and/or host nation language of department administrative material. Receives, reviews and translates incoming correspondence and documents. Translates various materials from and into host nation language. Acts as the liaison/interpreter for the Fire Chief on administrative issues.</p>	

<p><b>Qualification Requirements</b></p>	<p><b>All eligibility and qualifications must be met by the closing date of this announcement. Please visit <a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-clerical-and-assistance-series-0344/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-clerical-and-assistance-series-0344/</a></b></p> <p><b>EXPERIENCE:</b> One (1) year of specialized experience equivalent to the Ua-04 grade level or equivalent experience in the private or public sector 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 style="text-align: center;"><b>OR</b></p> <p><b>EDUCATION SUBSTITUTION FOR EXPERIENCE:</b> Generally not applicable. However, graduate university level education may be substituted for experience, if directly related to the position to be filled.</p> <p><b>Graduate College or University level education may be substituted for experience</b></p> <p><b>To receive credit, you must fill out the required fields on the “Employment Application” form.)</b></p> <p><b>HOW YOU WILL BE EVALUATED:</b> In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the position. You will be rated based on the experience and education described on your application form.</p>
<p><b>Application Status</b></p>	<p>Status updates will be provided by position at the following website:  <a href="https://www.cnic.navy.mil/regions/cnreura/cent/about/job_openings/LocalNationalVacancies.html">https://www.cnic.navy.mil/regions/cnreura/cent/about/job_openings/LocalNationalVacancies.html</a></p>
<p style="text-align: center;"><b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b></p>	

Revised OCT 21

**INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)**

**SUBMISSION OF EMPLOYMENT APPLICATION**

Application **MAY ONLY BE SUBMITTED VIA E MAIL**. HRO will NOT accept "hard copy" applications. Submit your application to: [HRO\\_NAPLES-LN\\_JOBS@eu.navy.mil](mailto:HRO_NAPLES-LN_JOBS@eu.navy.mil).

In the **SUBJECT LINE** of the e-mail, indicate **LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk)**.

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:  
[https://www.cnic.navy.mil/regions/cnreura/cfcent/about/job\\_openings/LocalNationalVacancies.html](https://www.cnic.navy.mil/regions/cnreura/cfcent/about/job_openings/LocalNationalVacancies.html)

The new application form may be downloaded from:  
[https://www.cnic.navy.mil/regions/cnreura/cfcent/about/job\\_openings/LocalNationalVacancies.html](https://www.cnic.navy.mil/regions/cnreura/cfcent/about/job_openings/LocalNationalVacancies.html)

Applications for white-collar positions (Ua) must be completed in English.

Applications for blue-collar positions (Uc) may be completed in Italian or English.

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

- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- Utilize the last version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Application must be completed in its entirety answering ALL questions;
- Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
- **Do not send Postal Electronically Certified (PEC) emails;**
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information submitted;
- Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.
- **The candidate's signature is NOT required on page 9 of the application form, however candidate must enter his/her LAST, FIRST name and DATE.**

**WHO MAY APPLY (AREA OF CONSIDERATION)**

- Citizens of a member state of the European Union.
- **Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.** Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

**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, e.g. 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, any work experience related to the job vacancy and must specify:

- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer's name and address;
- Experience gained during military service, providing detailed description of duties performed;
- Language proficiency.

Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.

**Typing Proficiency:** Self-certify your typing proficiency in the appropriate block on 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 may be 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.

**VERIFICATION OF 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. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**NOTES**

- Employment of relatives is restricted in accordance with NAVSUPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- "Local National" refers to citizens of a European Union member state.
- Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 November 2018.