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.	70294-315857-KS
	Position Title	**IT SPECIALIST (PLCYPLN), Ua-2210-01**
	Salary Range	Euro 2,791.36 – 3,118.01 per month plus applicable allowances
	Closing Date	**08-AUG-2022**
	Work Schedule	Full-Time Permanent
	Job Location	**Naval Computer and Telecommunications Station (NCTS), Capodichino, Naples, Italy**

Notes	**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: HRO_NAPLES-LN_JOBS@eu.navy.mil.** 1. **Please read the "Instructions for Completing the Employment Application" on the following page of this announcement before submitting your application.** 2. **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).** 3. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment. 4. Selectee will be required to favorably pass a security background check as a condition of employment. 5. In accordance with current Italian legislation, all Host Nation employees are required to possess a COVID19 Green Pass to access the U.S. bases in Italy. (In conformità con la vigente normativa Italiana, tutti i dipendenti non statunitensi hanno l'obbligo di possedere il Green Pass COVID19 per accedere alle basi USA in Italia.) 6. The applicant must possess a valid driver's license. <u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u> 7. Applicants must be able to read, write and speak fluently in both English and Italian. **Applications must be submitted in ENGLISH**.
Who May Apply	**Citizens of a member state of the European Union. <u>However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.</u>**
Description of Duties	The incumbent provides project management support, infrastructure support, business process management, process improvement, computer aided drawing (CAD) creation and updates, and guidance on requests for change requirements. Builds business cases to help internal and external customers in the accomplishment of acquiring needed changes. Prepares, implements, monitors, and updates the project plan. Coordinates with the system owners and IT Director to assure consistency with the approved plan. Oversees the design, construction testing, and implementation of the system. Identifies, obtains, and schedules the needed resources and staff to meet the activities and milestones identified in the project plan. Determines appropriate products or services with customers to define project scope, requirements and deliverable. Gives presentations and briefings. Works with change requestor to obtain commands approval for the project to move forward. Directs project team to work with users to define functional and data requirements. Maximizes the effectiveness of business processes through detailed process analysis that will determine the best process given the current conditions. Identifies and describes external entities such as customers, suppliers and external systems that interact with the business. Provides recommendations to meet current/future requirements and government estimates to accomplish the acquisition. Provides expertise with infrastructure and telecommunications input and support for undergo of a series of radical changes, fiber network upgrade including internal cabling, adoption of Wireless LAN, Video voice and data integration, Unified Communications (UC), Voice over IP (VoIP), 3G and 4G mobile networks, and next generation of voice and data services including migration of voice from a circuit to a packet-switched network. Creates and updates CAD documents, using software similar to AutoCAD and Visio, for room designs and drop locations for the region.

Qualification Requirements	**All eligibility and qualifications must be met by the closing date of this announcement. Please visit** https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2200/information-technology-it-management-series-2210-alternative-b/ **SPECIALIZED EXPERIENCE**: One (1) year of specialized experience equivalent to the Ua-02 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. Examples of qualifying specialized experience include: 1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail. 2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services. 3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately. 4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations. **OR** **EDUCATION SUBSTITUTION FOR EXPERIENCE: "**Dottorato di ricerca" or equivalent degree may be substituted for experience if it demonstrates the knowledge, skills, and abilities necessary to do the work. **To receive credit, you must fill out the required fields on the "Employment Application" form.** **HOW YOU WILL BE EVALUATED**: 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.
Application Status	Status updates will be provided by position at the following website: **https://cnreurafcent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/**
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	

Revised OCT 21

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HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY (Revised Oct 2021)

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.**

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/cnreurafcent/about/job_openings/LocalNationalVacancies.html
The new application form may be downloaded from:
https://www.cnic.navy.mil/regions/cnreurafcent/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 NAVSUPPACT policy.
- For positions identified as having known promotion potential (KPP selectee may be non-competitively promoted to the next higher lev upon successful completion of required training, meeting regulator 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.