

**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**



| | |
|-------------------------------------|---|
| | <p>Announcement No. DD83FE-531374-SA</p> <p>Position Title Administrative Assistant (O/A), Ua-0303-04</p> <p>Salary Range Euro 2,672.37 – E 2,924.57 per month plus applicable allowances</p> <p>Closing Date 27-FEB-2026</p> <p>Work Schedule Full-Time Permanent</p> <p>Job Location NMRTC, Naval Hospital, Director For Administration, Head Human Resources Department, Gricignano D'Aversa (CE), Italy</p> |
| <p>Notes</p> | <p>The application form has been revised as of 19 Aug 2024, and any prior version will not be considered. Candidates must electronically submit the application form via e-mail to the revised address as below: usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.navy.mil</p> <p>IMPORTANT:</p> <ul style="list-style-type: none"> • Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application. • 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). • Applicants will receive an automatic e-mail from HRO, acknowledging receipt of their Employment Application. It is recommended that applicants add this e-mail address to their contacts so e-mails are not filtered to the junk or trash e-mail box. • If an applicant does not receive this e-mail within 24 hours of submitting their Employment Application, it is applicant's responsibility to contact HRO at: usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.navy.mil or via telephone at DSN: 314-626-5409 / COMM: 081-568-5409, Mon-Fri, from 08:00-within the office duty hours. • If there have been difficulties with submitting the Employment Application, the applicant has until the <u>closing date</u> of the Job Announcement to resend the e-mail with the application form. Any incident after the closing date of the Job Announcement will result in the request not being considered. There will not be exceptions to this rule. <p>NOTES:</p> <ol style="list-style-type: none"> 1. Applicants must be able to read, write and speak fluently in both English and Italian. Application must be submitted in English language. Applications in Italian language will not be considered. 2. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment. 3. Selectee will be required to favorably pass a security background check as a condition of employment. 4. A fully qualified typist is required. 5. Selectee may be required to carry lightweight items, approximately 15 kilograms or less for women and 25 kg or less for men. 6. Occasional travel may be required for training purposes and conferences. 7. Knowledge of a variety of computer hardware/software, Microsoft Word & Excel programs, spreadsheet, data base management, and presentation. |
| <p>Who May Apply</p> | <p>Citizens of a European Union member state except those applicants also holding citizenship of the United States of America</p> |
| <p>Description of Duties</p> | <p>The incumbent serves as the department front desk, and serves as the subject matter expert for all matters concerning correspondence and instruction management. Ensures compliance with instructions, reviews administrative audit and investigative reports to determine appropriate changes or corrective actions. Responsible for maintaining the serialization log for the command and listing all directives and correspondence received and processed through the department. Participates in command inspections or command assist visits ensuring application of and compliance with current regulations. Annually reviews and revises the U.S. Naval Hospital Naples regulations and ensures annual review of all approved forms is accomplished. Advises and evaluates the organization on methods and procedures to improve the efficiency of the program. Collaborates with Information Management Department on the regulation of forms, publications and posting to the command Sharepoint. Drafts and prepares correspondence, appointment letters, command forms, instructions, and directives for signature of the Commanding Officer. Receives and screens visitors and telephone calls to the office, determining the nature of requests and, either directing callers to appropriate staff, or personally providing the information desired. Maintains and makes available, as appropriate, an electronic reference library for command personnel on various administrative programs, processes, and templates. Maintains liaison with external agencies, including Department of Defense, Naval Medical Forces Atlantic, Defense Health Agency, other services and civilian organizations.</p> |

| | |
|-----------------------------------|---|
| Qualification Requirements | <p>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/0300/miscellaneous-clerk-and-assistant-series-0303/</p> <p>EXPERIENCE: One (1) year of specialized experience equivalent to the <u>Ua-05</u> 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;">OR</p> <p>EDUCATION SUBSTITUTION FOR EXPERIENCE: Generally not applicable. However, graduate university level education may be substituted for experience, if directly related to the position to be filled.</p> <p>ADDITIONAL REQUIREMENTS: A fully qualified typist is required.</p> <p>To receive credit, you must fill out the required fields on the “Employment Application” form.</p> <p>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.</p> |
| Application Status | <p>Status updates will be provided by position at the following website: https://cnreurafcen.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/</p> <p>Applicants may inquire about the status of their job applications by e-mailing to: usn.naples.ochrwashingtondc.mbx.hro-naples-In-jobs@us.navy.mil in the SUBJECT LINE: “Inquiring on job application submitted by LAST and FIRST name, AND the announcement number with title, series, grade AND application DATE” (e.g. <i>Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-El, Office Automation Clerk, Ua-0326-06, on 22 Nov 2022</i>).</p> |

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER

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

SUBMISSION OF EMPLOYMENT APPLICATION

Application **MAY ONLY BE SUBMITTED VIA E MAIL IN ENGLISH**. HRO will NOT accept "hard copy" applications. Submit your application to the **revised** e-mail address as below:

usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.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://cnreurafcent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

The new application form may be downloaded from:

<https://cnreurafcent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

(NEW) Applications for white-collar (Ua/Q) and blue-collar (Uc) **MUST** be completed in English language only. Applications in Italian language will not be considered.

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED/INELIGIBLE" 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 CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Application form 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 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, 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:

1. Job title (include pay schedule, series and grade if experience gained in the Federal employment);
2. From/To dates of employment (month and year);
3. Salary (monthly);
4. WEEKLY HOURS;
5. Employer's name and address;
6. Experience gained during military service, providing detailed description of duties performed;
7. 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:

- If education is used for qualification purposes, the title of the degree/certificate/diploma **AND** all courses/subjects MUST be translated into English.
- 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 to English.
- Graduate College or University level education is education beyond the Italian "Laurea 1 livello" or equivalent.

VERIFICATION OF DOCUMENTS

Prior to appointment, selectees MUST provide verification 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.

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.

NOTES

1. Employment of relatives is restricted in accordance with NAVSUPPACT policy. 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. 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 according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 April 2024.