

**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.	HE5549-976516-LD
Position Title	Management Assistant, Ua-0344-03
Salary Range	Euro 2,816.11 – E 3,090.49 per month plus applicable allowances
Closing Date	14-AUG-2026
Work Schedule	Full-Time Permanent
Job Location	Department of Defense Education Activity (DoDEA) South District, Naples Elementary School, Gricignano d'Aversa, Italy

Notes

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

IMPORTANT:

- 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 closing date 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.
- **NEW: HRO does not provide status on job application over the phone.**
- **NEW: WHEN to enquire:** Once status of the vacancy changes to 'Pending Selection' on the CNREURAFCENT web site at <https://cnreurafcntl.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>.
- **NEW: HOW to enquire:** Applicants may inquire about their own job application status by sending a separate e-mail to: HRONaples-LN-Job-Info@us.navy.mil. In the **SUBJECT LINE** add: “Inquiring on job application submitted by LAST and FIRST name, the announcement number AND job application submission DATE” (ex: “Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-SA, 22 Nov 2022”).
- **NEW: Please note that submitting an application and inquiring about its status are two separate processes that must NOT be combined with one e-mail.**

NOTES:

1. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment.
2. **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.**
3. Applicants must be proficient with Microsoft Office package.

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

The incumbent assists with the administration of the day-to-day operations while serving as a secretary and personal assistant to a principal, assistant principal, of the department. Responsible for carrying out the employment, employee relations, training and development, benefits, compensation, organization development, executive administration. Collaborates with the School Administrators in the accomplishment of Human Resources practices and objectives that provides an employee-oriented, high-performance culture that emphasizes quality, productivity and standards and the recruitment of workforce. Advertises employee job openings and manages the logistics of the recruiting process. Disseminates programs, procedures, and guidelines to the Staff to keep them up to date with the personnel and legal requirements. Manages payroll for the entire school and serves as the point-of contact for pay inquiries for all employees. Establishes an in-house employee training system, including new employee onboarding or orientation. Schedules participants into training sessions, i.e., new Substitute Teachers' mass and individual in-processing and orientation, announcing, planning and conducting the training on a regular basis. Receives calls, greets visitors, and directs inquiries to the appropriate members of the school staff. Maintains the Principal and Assistant Principals' calendars. Makes appointments and schedules meetings for each member of the administrative staff, considering previous commitments. As the backup of Government Ordering Official, uses the GPC to purchase supplies and services for the school.

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/0300/management-and-program-clerical-and-assistance-series-0344/ EXPERIENCE: 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. OR 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. 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://cnreuraftcent.cnmc.navy.mil/About/Job-Openings/Local-National-Vacancies/
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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://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

The new application form may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>.

ALL applications MUST be completed in English. Applications in Italian language will not be considered.

APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS BELOW WILL BE RATED “NOT QUALIFIED / INELIGIBLE” BY THE HRO.

SUBMISSION OF EMPLOYMENT APPLICATION

Application **may only be submitted via e-mail, in English, to:**
usn.naples.ochr@hro-naples-ln-jobs@us.navy.mil

- In the **SUBJECT LINE** of the e-mail, indicate **LAST and FIRST name of the applicant AND the vacancy announcement number**, for example: **ROSSI, MARIO, 3049B-123456-SA**;
- 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;
- 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 must not be sent, unless requested by the job announcement);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy of the information prior to submission;
- 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 application submission DATE.

STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website status column for the current recruitment stage at <https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

(NEW) HRO does NOT provide status on job applications via telephone. ONLY after the status officially changes to 'Pending Selection' on the CNREURAFCENT web site at <https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>, applicants may inquire about their own job application status by sending a separate e-mail to: HRONaples-LN-Job-Info@us.navy.mil.

In the e-mail SUBJECT LINE add: **“Inquiring on job application submitted by LAST and FIRST name, the announcement number AND job application submission DATE”** (ex: “Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-SA, 22 Nov 2022”).

Submitting an application and inquiring about its status are two separate processes that must NOT be combined with one e-mail.

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 information and FULL address (address, city, state);**
6. Experience gained during military service, providing detailed description of duties performed;
7. 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 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 included in the appropriate block/s on the application form.
- If education is used for qualifications purposes and a determination cannot be made based on the information provided, the application 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.

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. 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 according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 April 2024.