


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

AMENDMENT

27-SEP-2024


	Announcement #	LN24-035415		
	Position	SECURITY OPERATIONS ASSISTANT UA-0303-04		
	Salary Range	€ 2,546.73 per month plus applicable allowances		
	Opening Date	26-SEP-2024	Closing Date	30-SEP-2024
	Location	NAVAL SECURITY FORCES, FORCE PROTECTION, SECURITY OPERATIONS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		

Notes	<p>Amends the “<u>Who May Apply</u>” section to read as follows:</p> <p>“Citizens of a European Union member state except those applicants also holding citizenship of the United States of America. Eligibility and consideration is limited to qualified applicants who can serve the temporary appointment time-frame in accordance with Italian Law.”</p> <p>Applicants who previously applied under this announcement do not need to re-apply, unless updating their application.</p>
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Announcement Status	For inquiries concerning job application status, consult the CNIC website: https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/
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THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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Notes	<ol style="list-style-type: none"> Please read page two (2) of the announcement "Instructions for Completing the Employment Application", before submitting your application. Applications must be completed and submitted in English. Applicants must be able to read, write and speak fluently in both English and Italian. This is a Temporary Part-Time (20 hours per week) position NOT TO EXCEED one (1) year. Selectee will be required to favorably pass an alcohol test, a physical examination and security background check as a condition of employment. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. Selectee will be required to work shifts including days, nights, weekends and holidays. Variations may occur in accordance with Italian Law. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. Salary shown is based on a full time work schedule. Compensation and benefits will be proportionate to the number of hours worked. Must be able to obtain a U.S. Government Motor Vehicle Operators Permit to drive government vehicles.
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Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America. Eligibility and consideration is limited to qualified applicants who can serve the temporary appointment time-frame and be released at the end of the temporary appointment period without exceeding an aggregate of 24 months of temporary employment performing duties of the same grade level and employment category. This includes ALL prior extensions and renewals.
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Description of Duties	Incumbent provides written and oral translations and interpretation duties to the Security Department and other military commands' subject matter experts, for a variety of technical and complex matters and at various levels of difficulty. Performs first-responder duties, and reports to the scene of incidents and/or accidents of various sorts, such as traffic accidents, fatalities, suspicious/unattended packages, hazmat threats and security breaches. Performs idiomatic written translations on various communication materials requiring full language usage involving grammar, idioms and complex language syntax, with responsibility for accurate translations. The translating work requires extensive and specialized knowledge of the subject matter (military, law enforcement, political) including its specialized vocabulary and terminology. Reports to the scene of traffic accidents involving U.S. and NATO personnel and/or their dependents. Responsible for gathering all relevant information and for facilitating the communication on scene among all the parties involved. Coordinates planning and execution of "Vulnerability Assessments" at restaurants, hotels, or other facilities outside the installation and participates to said VA's along with AT/FP personnel and/or personnel performing sweeps of the premises by means of canine units. Conducts on-base and off-base patrols, surveillance detection operations and counter-surveillance duties as directed by the Security Liaison Officer. supports Security and HN personnel and also ensures proper communication between HN Law Enforcement representatives, such as Guardia Costiera, Polizia di Stato, Guardia di Finanza, Carabinieri and the ship's personnel. Submits detailed official written requests for Carabinieri to provide mandatory weapons escorts to U.S. forces, employing a specific and technical terminology. Facilitates communication and cooperation with Italian Protezione Civile in case of notifications concerning flooding, weather alerts, and volcanic activities which could possibly affect U.S. NAS Sigonella's area of responsibility. Performs other related duties as required.
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Qualification Requirements	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-clerk-and-assistant-series-0303/
(OPM Qualification Standards)	<p>At the time of application, applicants must possess a valid class "B" driver's license to drive vehicles in Italy</p> <p>UA-04: One (1) year of specialized experience equivalent to the UA-05 grade level or equivalent experience in the private or public sector OR half (½) a year of Graduate College or University level education beyond the Italian "Laurea 1° livello" or equivalent.</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) that is directly related to the work of the position.</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> <p>Knowledge, Skills, and Abilities (KSA's):</p> <ol style="list-style-type: none"> 1) Knowledge of both technical and non-technical English and Italian language to translate and interpret documents and conversations effectively. 2) Advanced skills in translating and interpreting with the ability to transfer materials and speeches from one language to another, and render an interpretation that is accurate in meaning and tone. 3) Ability to analyze and evaluate facts and evidences to reach sound conclusions. 4) Ability to use office software packages (i.e. Excel, Work, Power Point, Access).

Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurfcent.cnlc.navy.mil/Installations/NAS-Sigonella/About/Jobs/
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DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
Human Resources Office (HRO), Sigonella, Italy

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/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>. **Ensure that you are utilizing the latest version of the application form.**

ALL applications MUST be completed in English.

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

WHO MAY APPLY

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, including 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, work experience related to the vacancy and **MUST** specify:

- 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

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 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.

Education: If education is used for qualification purposes, the title of the degree/certificate/diploma **and** all courses/subjects must be translated to English.

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 education is College or University level education beyond the Italian 1st Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to UA-06 grade level only.

SUBMISSION OF THE EMPLOYMENT APPLICATION

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN ENGLISH, to:
si-hro-wantajob@eu.navy.mil.

- **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.

VERIFICATION DOCUMENTS

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.

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.

STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications .

NOTES:

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.