

**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**

**08 AUG-2022**



Announcement #	LN22-341579		
Position	COORDINATORE PER LA SICUREZZA E PREVENZIONE INFORTUNI (SAFETY & OCCUPATIONAL HEALTH SPECIALIST), Q-0018-Q1		
Salary Range	€3,866.14 – €4,241.24 per month plus applicable allowances		
Opening Date	03-AUG-2022	Closing Date	30-AUG-2022
Location	OPERATIONS DEPARTMENT, SAFETY & OCCUPATIONAL HEALTH, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		

**Notes**

**-This announcement has been amended to correct the Qualification BASIC REQUIREMENT, to read as follows:**

**BASIC REQUIREMENTS - EDUCATION & TRAINING:** Laurea from a recognized Italian University in “Ingegneria Civile e Ambientale”, “Ingegneria dell’Informazione”, “Ingegneria Industriale”, “Scienze dell’ Architettura”, “Scienze e Tecniche dell’ Edilizia”, or equivalent or higher education in other related fields from a recognized Italian University as outlined in Italian Legislative Decree No. 81/2008, Art. 32 as supplemented by Attachment A of 7/7/2016 Agreement **AND** completion of required training courses (Mod C) as outlined in the above-mentioned Decree and Agreement\*\*  
**\*\*Specify “Curriculum Accademico” con esito esami superati and completion of required Training Course/s on the application.**

**-This announcement has been amended to add note #6 to read as follows:**

Selectee will be required to attend RSPP mandatory refresher training every five years as condition of employment, IAW Italian Law.


**-This announcement has been amended to extend the closing date from 23 Aug 2022.**

**Announcement Status**

For inquiries concerning job application status, consult the CNIC website:  
<https://cnreurafcnt.cnrc.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

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	Position	COORDINATORE PER LA SICUREZZA E PREVENZIONE INFORTUNI (SAFETY & OCCUPATIONAL HEALTH SPECIALIST), Q-0018-Q1		
	Salary Range	€3,866.14 – €4,241.24 per month plus applicable allowances		
	Opening Date	03-AUG-2022	Closing Date	23-AUG-2022
	Location	OPERATIONS DEPARTMENT, SAFETY & OCCUPATIONAL HEALTH, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<p>1. <b>Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</b></p> <p>2. Applicants must be able to read, write and speak fluently in both English and Italian. <b>Applications must be submitted in English.</b></p> <p>3. This is a Permanent Full-Time position.</p> <p>4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.</p> <p>5. Work requires long periods of standing, walking, bending, climbing, crouching and stretching. Work may also involve exposure to high noise levels and airborne concentrations of toxic dusts and chemicals and potential risk from machinery and equipment, construction and biological hazards. Personal protective equipment will be required.</p>			
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	<p>Incumbent serves as the Installation's Responsible for the Services of Prevention and Protection (“Responsabile del Servizio di Prevenzione e Protezione – RSPP”) and ensures that the Command is in full compliance with Italian Safety Law. Evaluates all the risks connected to very diverse and critical military operations in a complex installation. Develops and prepares complex risk assessments and hazard analysis for all work processes and places advising the Installation Commanding Officer on appropriate corrective actions necessary to mitigate workplace hazards and unsafe/unhealthful working conditions. Responsible for planning, developing, coordinating and overseeing the implementation and management of Italian Occupational Safety and Health. Develops technical solutions and recommendations to prevent mishaps, illness and injury to the work force. Develops instructions and procedures, and establishes technical and administrative occupational safety and health requirements as prescribed by Italian Safety Law. Evaluates safety standards adopted by national safety associations, societies or institutes and stays abreast with issues concerning general and industrial processes to improve conditions of employees on the installation. Researches, identifies and develops required safety training resources and materials, develops and facilitates safety training/instruction for workforce and leadership. Reviews building and engineering plans and participates in planning meetings to identify potential safety and health hazards, making recommendations concerning engineering design. Participates in and acts as an advisor on accident investigation boards. Communicates with host nation government agencies such as the National Insurance Institute for Workers Compensation (“Istituto Nazionale per l’Assicurazione contro gli infortuni sul lavoro – INAIL) on occupational safety and health issues affecting US and host nation employees. Effectively supports the legal office to defend the U.S. Navy on issues regarding occupational safety risks, hazards, measures, mishap or any other related matter.</p>			
Qualification Requirements	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/safety-and-occupational-health-management-series-0018/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/safety-and-occupational-health-management-series-0018/</a></p> <p><b>BASIC REQUIREMENT – EDUCATION :</b> Laurea from a recognized Italian University in “Ingegneria Civile e Ambientale”, “Ingegneria dell’Informazione”, “Ingegneria Industriale”, “Scienze dell’ Architettura”, “Scienze e Tecniche dell’ Edilizia”, “Ingegneria della Sicurezza” or equivalent education in other related fields from a recognized Italian University as outlined in Italian Legislative Decree No. 81/2008, Art 32.</p> <p><b>IN ADDITION TO THE BASIC REQUIREMENT: - EXPERIENCE:</b> One (1) year of specialized experience equivalent to at least the next lower grade level in the normal line of progression (UA-01) for the occupation in the organization or equivalent experience in the private or public sector that is in or related to safety and occupational health that provided the specific knowledge, skills, and abilities to perform successfully the duties 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> <ol style="list-style-type: none"> <li>1. Knowledge of principles, methods, concepts and techniques of engineering, architecture, construction, and environmental regulations.</li> <li>2. Knowledge of Italian occupational safety and health principles, laws, regulations.</li> <li>3. Knowledge of industrial and construction standards, methods, practices, techniques, materials, equipment and utility systems.</li> <li>4. Knowledge of building designs, ventilation, lighting, emergency egress and fire-related protection/prevention requirements.</li> <li>5. Skill in job hazard analysis to proficiently perform risk assessments.</li> <li>6. Ability to interpret architectural drawings.</li> <li>7. Ability to perform mishap investigations and identifying root causal factors through interviews, observation of evidence, analysis of sequence of events, and environmental factors.</li> </ol>			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNIC website:  <a href="https://cnreurfacent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurfacent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a></p>			

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Revised 6 June 2022

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/>

Applications for white-collar positions (UA) MUST be completed in English. Applications for blue-collar positions (UC) may be completed in Italian or English.

**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.

**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:** 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.

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

**VERIFICATION 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. Work experience certified on the application form is subject to verification with employers. CHR will proceed with the hiring process ONLY when all eligibility requirements are satisfactorily met.

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

Applications MAY ONLY BE SUBMITTED VIA EMAIL. CHR will NOT accept "hard copy" applications.

Submit your application to: [si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil)

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

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, e.g. LN19-003740;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be accepted;
- 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 in its entirety answering ALL questions;
- 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);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- To ensure that the file is correctly transmitted and legible, scan the application form as a PDF document;
- Submit the application by the closing date of the vacancy announcement.

**INQUIRIES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION**

Consult the CNREURAFCENT website:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Status column will reflect current recruitment stage.  
**CHR will no longer be answering telephone inquiries.**

Interviews and selections are made by the department requesting the vacancy announcement and the results will be communicated to the CHR. Selectees will be notified exclusively by a CHR staff member, upon verification of eligibility requirements.

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.
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.
3. List 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 November 2018.