


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

	Announcement #	LN22-198062		
	Position	REALTY SPECIALIST UA-1170-02/01		
	Salary Range	UA-02: €2,634.00 – €2,931.38 per month plus applicable allowances UA-01: €2,791.36 – €3,118.01 per month plus applicable allowances		
	Opening Date	22-MARCH-2022	Closing Date	28-MARCH-2022
	Location	NAVFAC EURAFCENT, PWD SIGONELLA, FACILITIES MGMT DIVISION, ASSET MANAGEMENT BRANCH, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
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. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English. This is a Permanent Full-Time positions. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. 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. This position may be filled at the lower or higher level. If filled at the lower level, incumbent may be non-competitively promoted to the full performance level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 			
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 is responsible for development of real estate requirements, preparing market surveys, establishing command's position in real estate negotiations, obtaining and developing use agreements and other acquisition instruments from authorities, providing real estate and other legal advice. Incumbent is a command agent for matters related to the administration and disposal of real estate. Develops, reviews, and assesses new or changed requirements for leased facilities. Prepares and conducts market and site surveys to locate properties meeting requirements. Establishes and represents command's position in real estate negotiations. Prepares leases request and justification and forward to higher authorities. Reviews lease documents and completes condition reports for accepting or releasing leased properties. Monitors progress, and ensures lessor compliance with initial modification/lease construct clauses of leases. Interprets contract language and real estate law and determines when lessor or the U.S. government has not met responsibilities under the lease. Takes necessary action to initiate repairs, collection of charges and deduction of cost from payment, and to ensure that the US government maintains a correct legal position. Certifies or approves public vouchers for the payment of rents for customer activities, ensuring that tenant are properly charged for their share. Maintains direct contact with lessors to assist PWD in obtaining permits, agreements and approvals with regard to leases and city planning. Forecasts future lease costs, maintains and complete files for Naval Air Station realty actions or agreements and interprets these documents for the command. Works with other divisions to generate Intra Service Support agreements as required.</p>			
Qualification Requirements	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-ADMIN</p> <p>UA-02: One (1) year of specialized experience equivalent to at least UA-03 grade level or two (2) full years of graduate level education equivalent to “Laurea Specialistica/Magistrale”.</p> <p>UA-01: One (1) year of specialized experience equivalent to at least UA-02 grade level or three (3) full years of graduate level education leading to “Dottorato di Ricerca” 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 College or University level education must demonstrate the Knowledge, Skills and Abilities necessary to do the work.</p> <p>Applicant's experience and education will be evaluated in conjunction with the following knowledge, skills, and abilities to determine qualified candidates for referral:</p> <ol style="list-style-type: none"> Knowledge of a wide range of real estate principles, concepts and practices including the public legal basis of leasing. Skills in formulating and implementing realty strategy goals and objectives. Ability to detect and analyze complex problems of a legal and economic nature and to take action to eliminate them. 			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNIC website: https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nas_sigonella/about/jobs.html </p>			

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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://www.cnlic.navy.mil/regions/cnreura/cent/installations/nas_sigonella/about/jobs.html

The application form may be downloaded from:
https://www.cnlic.navy.mil/regions/cnreura/cent/installations/nas_sigonella/about/jobs/how_to_apply.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.

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

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 CNIC 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 CNIC website:
https://www.cnlic.navy.mil/regions/cnreura/cent/installations/nas_sigonella/about/jobs.html

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.