

**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 #	LN22-244809		
Position	WORK AND FAMILY LIFE (WFL) CONSULTANT, UA-0101-02		
Salary Range	€2,634.00 – €2,931.38 per month plus applicable allowances		
Opening Date	29-JUNE-2022	Closing Date	06-JULY-2022
Location	FLEET AND FAMILY SUPPORT PROGRAM, FLEET AND FAMILY READINESS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		

<b>Notes</b>	<ol style="list-style-type: none"> <li>1. <b>Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</b></li> <li>2. Applicants must be able to read, write and speak fluently in both English and Italian. <b>Applications must be submitted in English.</b></li> <li>3. This is a Permanent Full-Time position.</li> <li>4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.</li> <li>5. Selectee will be required to work occasionally during evenings and weekends</li> <li>6. Selectee may be required to carry lightweight items, approximately 15 kilograms or less</li> </ol>
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<b>Who May Apply</b>	Permanent Appropriated Fund local national employees of Fleet and Family Readiness (N9) - Commander, Navy Installations Command (CNIC) UIC: 62995 - serviced by Human Resources Office, Sigonella, Italy.
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<b>Description of Duties</b>	Incumbent teaches Italian cultural awareness along with developing and implementing new Inter-Cultural Relations (ICR) programs concerning work and family life, such as Relocation Services, Deployment Support, Life Skills Education, Navy Family Ombudsman Support, Family Employment Readiness, Personal Financial Management, Transition Assistance and Exceptional Family Member Program Outreach Services. Develops and facilitates seminars/workshops designed to assist newly reporting personnel in overcoming culture shock, managing stress and understanding cultural differences. Classes include: Italian language, customs, traditions, transportation system and learning practical skills for living overseas. Holds field trips to various locations in Italy to promote cultural adjustment and appreciation. Provides encouragement and skills to help military members, family members, and other eligible beneficiaries continue their adjustment process overseas and promote positive interaction with the host nation. Assists clients with relocation issues, including area orientation, schools, housing, childcare, sponsorship, smooth move, new spouse orientation. Facilitates resources to assist customers with personal financial planning, education counseling, employment opportunities and career coaching. Establishes objectives, procedures and plans that meet long- and short-range goals. Using interview data and changing demographics, conducts needs assessments to assess programmatic changes. Creates and implements procedures to monitor, track and document service effectiveness and success. Gathers data, compiles statistics and reports information to the Supervisor for use at installation, Regional and Department of Defense (DOD) levels.
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<b>Qualification Requirements</b>	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/social-science-series-0101/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/social-science-series-0101/</a></p>
<b>(OPM Qualification Standards)</b>	<p><b>At the time of application, applicants must possess a valid class “B” driver’s license to drive vehicles in Italy.</b></p> <p><b>Basic requirement:</b> Degree in behavioral or social science or related disciplines appropriate to this position; OR Combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field; OR four (4) years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.</p> <p><b>In addition to the basic requirement,</b> candidates must meet the following: One (1) year of specialized experience equivalent to the <u>UA-03</u> grade level or equivalent experience in the private or public sector <b>OR</b> two (2) full years of graduate level education equivalent to “Laurea Specialistica/Magistrale”.</p> <p><b>Specialized experience:</b> 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><b>Graduate Level Education (College or University):</b> must demonstrate the Knowledge, Skills and Abilities necessary to do the work.</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 concepts, theories and practices used to develop and evaluate seminars/workshops in various social services areas;</li> <li>2. Skill in preparation of presentations, public speaking and in conducting non-clinical counseling to determine appropriate referral services.</li> <li>3. Ability to teach all facets of cultural awareness related to mobile military lifestyle.</li> </ol>

<b>Announcement Status</b>	For inquiries concerning job announcement status, consult the CNREURAFCENT website: <a href="https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a>
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**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://cnreurfcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:  
<https://cnreurfcent.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 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.cnic.navy.mil/regions/cnreurfcent/installations/nas\\_sigonella/about/jobs.html](https://www.cnic.navy.mil/regions/cnreurfcent/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.