

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 #	LN23-445188		
	Position	SECURITY OPERATIONS ASSISTANT UA-0303-04		
	Salary Range	€2,413.41– €2,665.61 per month plus applicable allowances		
	Opening Date	18-JAN-2023	Closing Date	26-JAN-2023
	Location	NAVAL SECURITY FORCES, FORCE PROTECTION, SECURITY OPERATIONS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> 1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. 2. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English. 3. This is a Temporary Full-Time position NOT TO EXCEED 30 SEPTEMBER 2023 OR prior to the return of regular incumbent, whichever occurs first. 4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. 5. Selectee will be required to work shifts including nights, weekends and holidays. Work schedule is subject to change. 6. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. 7. Selectee must be able to obtain a U.S Government vehicle driver’s license to operate Government Vehicles. 			
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.			
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. Reads original text which is in the form of either English or the Italian language through various mediums to include regulations, policy directives, international agreements, memorandums of understanding and briefings. The translating work requires extensive and specialized knowledge of the subject matter (military, Law enforcement, political) including its specialized vocabulary and terminology to insure accuracy of nuances, subject matter detail and to retain fluency. Reports to the scene of traffic accidents involving U.S. and NATO personnel and/or their dependents. The incumbent is also responsible for gathering all relevant information and for facilitating the communication on scene with fluency and precision of vocabulary among all the parties involved. Coordinates planning and execution of “Vulnerability Assessments” at restaurants, hotels, or other facilities outside the installation that need to be inspected 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.			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-clerk-and-assistant-series-0303/</p> <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://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

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://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

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.