


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 #	LN23-540204		
	Position	SENIOR PERFORMANCE ASSESSMENT REPRESENTATIVE UA-1101-02		
	Salary Range	€2,690.26 – €2,987.64 per month plus applicable allowances		
	Opening Date	04-APR-2023	Closing Date	13-APR-2023
	Location	NAVFAC EURAFCENT, PWO/DEPUTY PW OFFICER SIGONELLA, FACILITIES ENGINEERING & ACQUISITION DIVISION (FEAD), FMFS BRANCH, U.S. NAS 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 Permanent Full-Time position. 4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. 5. Outside work requires extended periods of walking, kneeling, crouching, stooping, and climbing while inspecting contractor’s work on buildings, equipment, and grounds. 			
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>The Senior Performance Assessment Representative (SPAR) coordinates and oversees efforts of the other Performance Assessment Representatives (PARs) and develops scopes of modifications for the Base Operations Services (BOS) Contracts. Reviews reports prepared by individual PARs for accuracy, timeliness, completeness, and compliance with the NAVFAC Performance Assessment User’s Guide and applicable Business Management (BMS) system guidance. Reviews and modifies plans to ensure that contractor’s performance is effectively monitored. Serves as a standing member of the official Performance Assessment Board (PAB); Prepares overall contractor performance evaluations and participates in PAB deliberations to establish performance ratings and maintains records of board meeting minutes for the contract file. Analyzes performance assessment data and interprets it in relation to contractual requirements and schedules; identifies efficiencies and areas of improvement. Conducts meetings with assigned PARs and/or contractors to gather facts, clarify issues, and resolve performance problems. Reviews and evaluates new contract requirements, deletions and changes. Develops Independent Government Estimates (IGEs) for contract modifications. Assists the Contracting Officer in evaluating formal proposals for contract modifications prepared by contractors from both a cost and technical standpoint. Monitors contract closeout procedures and ensures that written technical completion statements are prepared by the assigned PARs for each contract. Provides timely inputs/updates on NAVFAC E-Systems (E-projects) and runs reports; Reviews service orders on MAXIMO and screens monthly usage of service orders and status provided by the Contractor. Monitors contractor compliance with safety and quality management requirements. Assists in planning and conducting pre-award and post-award conferences to ensure contractors fully understand and comply with all contractual requirements, while also preventing unauthorized changes or alterations to specific contract provisions. Conducts post-award coordination meetings with customer and effected personnel to explain scope, develop mutual understanding of contract requirements, and discuss customer requirements. Collects recommended monthly deductions from the PARs and determines price to be deducted from contractor payments for non-performance/late/unacceptable work performance. Reviews monthly contract invoice for correctness. Receives, documents and validates customer complaints.</p>			
Qualification Requirements	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/general-business-and-industry-series-1101b/</p> <p>(OPM Qualification Standards)</p> <p>At the time of application, applicants must possess a valid:</p> <ol style="list-style-type: none"> 1. class “B” driver’s license to drive vehicles in Italy <p>One (1) year of specialized experience equivalent to the UA-03 grade level or equivalent experience in the private or public sector OR two (2) full years of graduate level education equivalent to “Laurea Specialistica/Magistrale”.</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 demonstrates 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"> 1) Knowledge of cost estimating and applicable regulations, procedures and work methods governing construction, renovation, and maintenance of facilities; 2) Knowledge of contract administration procedures, terms and regulations to assure contractor compliance with performance specifications for quality, timeliness, safety, and methods; 3) Skill in using office and engineering software/technology and web-enabled databases to induct and manage work requirements and to prepare technical reports; 4) Ability to read technical data sheets and architectural drawings and to apply contract and engineering specifications and policy statements. 			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurfcent.cnnc.navy.mil/Installations/NAS-Sigonella/About/Jobs/</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://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.