


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 #	LN23-711510		
	Position	LANGUAGE SPECIALIST UA-1040-02		
	Salary Range	€2,798.04 – €3,095.84 per month plus applicable allowances		
	Opening Date	20-SEP-2023	Closing Date	29-SEP-2023
	Location	U.S. REGION LEGAL SERVICE OFFICE (RLSO) EURAFSWA DETACHMENT SIGONELLA, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	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 twelve (12) months 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.			
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	Provides translations on official matters for the Commanding Officer, NASSIG and tenant activities. Provides interpretation and translation for U.S. personnel and for attorneys working on behalf of the U.S. government. Provides interpretation and translation services at courts-martial and U.S. judicial or administrative hearings. Translates, edits and reviews documents from/to Italian and English at all levels of difficulty, ranging from correspondence to laws, decrees, and other highly complex and sensitive legal, technical or military documents. Assists RLSD in the certification of status as member of civilian component or dependents accompanying U.S. armed forces overseas. Responsible for administering the "Permesso di Soggiorno" program. Reviews appropriate documentations prior to submitting requests to the "Questura". Coordinates with Italian law enforcement to schedule fingerprinting sessions on base in order to satisfy requirements for soggiorno permits. Provides interpretation/translation assistance between the members and the "Questura" on appeals. Translates correspondence, articles for publication in newspapers and magazines, and speeches at all levels of difficulty. Provides assistance in the application and processing of the "Marriage of U.S. Navy and Marine Corps Personnel overseas" program. Incumbent is required to interface with Italian consular officials worldwide and with local Italian executive branch officials in preparing and certifying the applications to marry. Serves as a liaison among U.S. forces, civilian component and dependents subject to Italian criminal proceedings, Italian criminal defense attorneys, and Italian judicial officials and law enforcement.			
Qualification Requirements (OPM Qualification Standards)	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1000/language-specialist-series-1040/ At the time of application, applicants must possess a valid: <ul style="list-style-type: none">• class “B” driver’s license to drive vehicles in Italy One (1) year of specialized experience in translating, interpreting, or other work requiring the use of English and Italian equivalent to the UA-03 grade level or equivalent experience in the private or public sector OR "Laurea Specialistica/Magistrale" or "Diploma di Laurea" or equivalent, with major study in: <ul style="list-style-type: none">• Italian from an English-speaking college or university• English from a college or university in Italy,• OR translating or interpreting where English and Italian were prerequisites. 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. Graduate Level Education (College or University) that demonstrates the knowledge, skills, and abilities necessary to do the work. Applicant's experience and education will be evaluated in conjunction with the following knowledge, skills, and abilities to determine qualified candidates for referral; 1. Advanced skill in translating and interpreting English and Italian with the ability to transfer material from one language to another. 2. Knowledge of the judicial and administrative procedures to effectively provide interpretations and translations for U.S. attorneys appearing before Italian courts and administrative bodies. 3. Ability to analyze and evaluate comments, proposals or suggestions of the local community and to develop recommendations for management.			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreuraftcent.cnnc.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://cnreuraftcent.cnnc.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreuraftcent.cnnc.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://cnreuraftcent.cnnc.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.