


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 #	LN26-617856		
	Position	EXECUTIVE ASSISTANT (OA), UA-0301-02		
	Salary Range	€2,979.25 – €3,276.63 per month plus applicable allowances		
	Opening Date	20-APR-2026	Closing Date	24-APR-2026
	Location	U.S. NAVAL MEDICAL RESEARCH UNIT EURAFCENT ((NAMRU EURAFCENT), 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. Applications must be completed and submitted in English. 3. Applicants must be able to read, write and speak fluently in both English and Italian. 4. This is a Permanent Full-Time position. 5. 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.			
Description of Duties	<p>The incumbent monitors and reviews internal and external communications processes, coordinates with the Director for Administration (DFA) to implement procedural changes that improve operational efficiency. Provides guidance on regulations, recommends policy revisions and controls workflow through the Command Suite by establishing work priorities and deadlines. Compiles statistical data for administrative initiatives and manages both internal and external taskers to report completion status to leadership. Writes and reviews executive-level correspondence, ensures compliance with the Navy Correspondence Manual and relevant Embassy Style Manuals for diplomatic language. Analyzes incoming material, screens all visitor and telephone inquiries, and assists personnel in interpreting administrative instructions and procedures. Conveys messages and responds to non-technical requests for information, often coordinating with the Public Affairs Officer. Maintains sensitive Command Suite records, including disciplinary and coin logs, and manages complex agendas and calendars. Plans and manages events such as dignitary visits and conferences, while coordinating domestic and foreign travel arrangements and liquidating funds. Conducts research on personnel and host-country issues to provide thorough briefings for leadership action, advises command leadership to facilitate smooth operations with scientific and military partners.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-administration-and-program-series-0301/</p> <p>MUST BE A QUALIFIED TYPIST – 40 WPM. (SCREEN OUT ELEMENT – TYPING SPEED MUST BE INDICATED ON THE APPLICATION</p> <p>One (1) year of specialized experience equivalent to the <u>UA-03</u> grade level or equivalent experience in the private or public sector OR two (2) full years of graduate level education equivalent to Italian Degree “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) 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"> 1. Knowledge of administrative principles, practices, methods and techniques to effectively manage administrative activities. 2. Knowledge of the principles, rules, regulations, and methods related to equipment management, budgeting, funds control, travel regulations and procedures, records management, standard and executive correspondence. 3. Ability to gather, analyze, and evaluate information concerning management processes, draw conclusions, and recommend appropriated action. 4. Skill in using Microsoft Windows operating system to communicate, provide executive calendaring support, and draft and edit correspondence, presentations, and reports. 			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcnt.cnic.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://cnreurafcenc.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafcenc.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>. **Ensure that you are utilizing the latest version of the application form.**

ALL applications MUST be completed in English.

APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE HRO.

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.

If the announcement text is copied verbatim, the application will not be considered.

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: If education is used for qualification purposes, the title of the degree/certificate/diploma **and** all courses/subjects must be translated to English.

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 to English.

Graduate education is College or University level education beyond the Italian 1st Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to UA-06 grade level only.

SUBMISSION OF THE EMPLOYMENT APPLICATION

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN ENGLISH, to:
sigonella-hro-wantajob@us.navy.mil

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: LAST NAME, FIRST NAME - LN19-003740;**
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- 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 form providing all the requested information;
- 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 should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

VERIFICATION DOCUMENTS

Prior to appointment, selectees must provide verification of work experience, education and/or licenses, as applicable. Work experience certified on the application form is subject to verification with employers. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

INTERVIEWS AND SELECTIONS

Interviews and selections are made by the Hiring Manager of the department requesting the vacancy announcement. Selectees will be notified exclusively by a staff member of the HRO.

STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcenc.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications .

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.
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 at management’s request.
3. Prior lists 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 April 2024.