



NAF HUMAN RESOURCES OFFICE  
FLEET AND FAMILY READINESS (FFR) DEPARTMENT  
US NAVAL AIR STATION SIGONELLA, ITALY

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**VACANCY ANNOUNCEMENT: LOCAL NATIONAL (LN) NON-APPROPRIATED FUND (NAF) POSITION**  
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**ANNOUNCEMENT #:** NLN-26-004  
**POSITION:** HUMAN RESOURCES ASSISTANT, UA-0203-05  
**SALARY RANGE:** €2,547.82 - €2,777.62 PER MONTH PLUS APPLICABLE ALLOWANCES  
**OPENING DATE:** 12 MAY 2026  
**CLOSING DATE:** 18 MAY 2026  
**LOCATION:** FLEET AND FAMILY READINESS DEPARTMENT, SUPPORT SERVICES (N94),  
NAF HUMAN RESOURCES OFFICE, US NAVAL AIR STATION, SIGONELLA, ITALY

**NOTES:**

1. THIS IS A PERMANENT FULL TIME POSITION.
2. **APPLICANTS MUST BE ABLE TO READ, WRITE AND SPEAK FLUENTLY IN BOTH ENGLISH AND ITALIAN. APPLICATIONS MUST BE COMPLETED AND SUBMITTED IN ENGLISH.**
3. SELECTED CANDIDATE MAY BE REQUIRED TO PASS A PHYSICAL EXAMINATION AND BACKGROUND INVESTIGATION AS CONDITIONS OF EMPLOYMENT.
4. REGULAR WORK SCHEDULE IS MONDAY THROUGH FRIDAY, FROM 0730 TO 1600.

**HOW TO APPLY:**

Applicants may submit their job application at the NAF Human Resources Office (NAS I, Building 157), by E-MAIL to [nas-sigonella-naf-employment@us.navy.mil](mailto:nas-sigonella-naf-employment@us.navy.mil) or drop it in the NAF HRO box located at the NAS I Pass & ID Office. **It is recommended to call 095-560522 to verify receipt of the application form and attachments. Please read the instructions before applying.**

**AREA OF CONSIDERATION:**

Citizens of Italy and of other European Union (EU) countries.  
Applicants with dual citizenship (EU/US) are ineligible for employment by the US Forces in Italy in a Local National position.

**DESCRIPTION OF DUTIES:**

Performs clerical and technical support work in a variety of personnel and payroll functions involving NAF US and LN employees serviced by the NAF Human Resources Office of the Fleet and Family Readiness Department. Receives visitors and phone calls, answers inquiries on personnel matters and provides information. Develops and posts vacancy announcements. Receives and downloads job applications, determines eligibility of candidates, rates applicants, refers qualified candidates to selecting officials and makes job offers. In-processes new employees. Assists with injury-on-the-job claims and with the administration of the performance appraisal and benefits programs. Processes personnel actions for all NAF employees. Extracts and gathers data from files and automated systems. Acts as the primary point of contact for payroll issues involving US and LN employees. Receives and verifies timecards and attached documentation, maintains pay records and provides training to supervisors or delegated employees on the timekeeping computerized system. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

One (1) year of specialized experience equivalent to at least UA-06 grade level or equivalent experience in the private or public field **OR** three (3) years of successfully completed college or university level education in any field of study above the Italian "Diploma di Maturità" or equivalent OR "Laurea".

**Specialized experience:** experience that equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**To receive credit for work experience and education YOU MUST ATTACH copies of personnel actions, certificates, workbook, diploma, college transcripts or other evidence to your application.**

Applicants' experience will be evaluated in conjunction with the following KSA's:

- Knowledge of regulations and procedures required to perform the full range of human resources support tasks.
- Knowledge of office file arrangement and ability to maintain records.
- Knowledge of formats, punctuation, spelling and grammar.
- Knowledge of payroll rules, regulations and procedures to verify accuracy of timecards and pay records.
- Ability to use a personal computer and software programs.
- Ability to work with figures and to operate a calculator.
- Skill in communicating both orally and in writing in English and in Italian.
- Ability to speak in front of small groups of people.
- Must possess a professional demeanor and excellent customer service skills.

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THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION  
WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS,  
POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER NON-MERIT FACTOR.

**NAF HUMAN RESOURCES OFFICE**  
**TELEPHONE NUMBER: 095/560522**

**INSTRUCTIONS FOR ITALIAN/EUROPEAN UNION CITIZENS**

Copies of Vacancy Announcements and forms required to apply for jobs advertised by our Department are available at the NAF Human Resources Office of the Fleet and Family Readiness Department (NAS I, Building 157) or on the website

<https://cnreurafcnt.cn.navy.mil/Installations/NAS-Sigonella/About/Jobs/MWR-Jobs>

Ensure that you are utilizing the latest version of the application form.

Applications **must be completed in English** and are accepted only if referred to a vacancy announcement. Applications not in accordance with these instructions may not be considered. Only candidates specified in the “Area of Consideration” section of the vacancy announcement may receive consideration. “Local Nationals” refers to citizens of a European Union member state. Applicants with U.S. citizenship are ineligible for employment in LN positions by the US Forces in Italy.

If you apply for a temporary position, it is mandatory to list all prior temporary jobs with the US Forces in Italy by filling out and attaching the form “History of Prior Temporary Employment” to your application package.

It is the candidate’s personal responsibility to fill out the application form in all its parts, to provide all required information, attach all required supporting documents and pay attention to the type of experience, education, and licenses/certifications required by the vacancy announcement. You will have to provide a detailed description, in your own words, of your prior work experience in the fields specified on the vacancy announcement, number of hours worked per week, and, when acting in different roles, the percentage for each role. Credit will be given to the general or specialized experience acquired in the workplace, as long as it is inherent to the qualification requirements listed on the vacancy announcements, for a total number of weekly hours not to exceed 40. If description of experience is copied verbatim from position descriptions, vacancy announcements or certificates of employment, the application will not be considered.

Work experiences will be verified by the following documents: “Notification of personnel Action” (Standard Form 50, for current or prior personnel employed by the US Forces), work books, pay stubs, certificates of employment issued on letterhead, appropriately stamped and signed, and providing the position title and employment dates. Self-employment will be verified by attaching copy of the license, registration paperwork with “Camera di Commercio” or establishment of Partita IVA. Credit will be given to experience gained during military service if described in details and documented by official certifications.

**Without the above listed supporting documents attached to your job application, work experience will not be considered.**

Documents issued in foreign languages will have to be accompanied by an official translation into English or Italian.

When education is utilized in lieu of work experience, for qualification purposes, it will have to be verified by copies of diplomas, college transcripts, or any other certificate **attached** to the application form. Education gained in non-European countries will have to be accompanied by an official equipollent certificate and foreign language documents must be officially translated to English.

It is the candidate’s responsibility to submit the application form completed in all its parts, signed, dated, and supported by all the applicable verification documents requested by the vacancy announcement by its closing date. Applications received after the closing date will not be considered (16:00 if hand-delivered or dropped into our box, 24:00 if sent via email). Application forms may be submitted in person or by a third person to the NAF Human Resources Office (NAS I, building 157), or can be electronically transmitted via email to [nas-sigonella-naf-employment@us.navy.mil](mailto:nas-sigonella-naf-employment@us.navy.mil) or can be dropped into the box named “NAF HRO (MWR & NGIS) located by the pass & ID office window at NAS I. If transmitted electronically, please do not alter the content and the properties of the application form, submit it **only in PDF format**, and do not utilize certified electronic emails (PEC). Application form and attachments all together cannot exceed 10MB. We suggest to call and verify correct receipt of your application by the closing date/time.

Only selected candidates will be promptly informed by the NAF Human Resources Office. Any other candidate checking on the status of their applications may call the NAF Human Resources Office at the number indicated above, **exclusively on Tuesdays or on Thursdays from 1300 to 1530**, and at least three weeks after the closing date of the vacancy announcement.

Qualified candidates may be selected for other positions as the one advertised which become available within 120 days from the closing date of the announcement without further competitions.

Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.

Rev: 07/2024