

**U. S. DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE – BAHRAIN
VACANCY ANNOUNCEMENT
MERIT PROMOTION PROGRAM**

ANNOUNCEMENT #: NSA-25-032
POSITION: CONTRACT SPECIALIST
PP-SERIES-GRADE: BG-1102-11/13/14
MONTHLY SALARY RANGE: BD1,190.668–BD2,494.667
LOCATION: NAVSUP, FLC BAHRAIN

OPENING DATE: 26-AUG-2025
CLOSING DATE: 01-SEP-2025
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 48 HRS
VACANCIES: 02

WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES OF NAVY SYSTEMS SUPPLY COMMAND (NAVSUP), FLEET LOGISTICS CENTER BAHRAIN (FLCB), **UIC 40339 and 34907 ONLY.**

IMPORTANT INFORMATION:

Please note the change in our email address. New email address to submit your application is:
applicationbahrain@us.navy.mil
For inquiries: HROBahrain@us.navy.mil

1. All applicants are required to complete the Foreign National Screening Questionnaire Form and this Form must be dated within the last 12 months. Failure to attach the form to your application will result in non-consideration. This Form is located in the Job Portal <https://cnreurafcnt.cnic.navy.mil/Installations/NSA-Bahrain/Operations-and-Management/Human-Resources/Job-Openings/>
2. Please read the “HOW TO APPLY” section in this announcement carefully for instructions and apply Online at: applicationbahrain@us.navy.mil
3. All Resumes/CVs not received by the **closing date** will **NOT** receive consideration.
4. Failure to follow all the instructions will result in the Non-Consideration of your application.

ABOUT THE JOB

This position is located at the Naval Supply Systems Command (NAVSUP) Fleet Logistics Center (FLC) Bahrain Contracting Department. NAVSUP FLC Bahrain provides unlimited contracting support to various DoD activities in accordance with NAVSUPINST 4200.81 series.

QUALIFICATIONS/EVALUATION REQUIREMENTS:

BG-11:

BASIC EDUCATION REQUIREMENTS:

A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.

NOTE: The education requirements listed above applies only to individuals entering DoD BG-1102 positions on or after October 1, 2000. Current civilian personnel in DoD who occupied BG-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in an Executive Department on or before September 30, 2000 are exempt from meeting this requirement. Current military members who occupied a similar occupational specialty to the BG (or equivalent) -1102 or before September 30, 2000 are also exempt from meeting this requirement.

AND

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-09 level or pay band. Specialized experience is experience typically in or related to the work of the position that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position. **This experience includes any four out of the five below specialized experience statements:**

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1. Understanding contract regulations such as the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Navy Marine Corps Acquisition Regulation Supplement (NMCARS), and Defense Federal Acquisition Regulation Supplement Policy Guidance and Instruction (DFARSPGI) to review contract documentation and awards.
2. Conducting market research and reviewing contractor's proposals and technical analyses and make recommendations in support of the negotiation position.
3. Communicating verbally and in writing to coordinate and prepare documentation and reports, and provide correspondence.
4. Maintaining data records/spreadsheets to relay information to supervisors.
5. Applying critical thinking and research skills to various problems to identify mistakes and present solutions to supervisors.

OR

EDUCATION: Two full academic years of progressively higher level graduate education or master's or equivalent graduate degree or LL.B. or J.D. Graduate Education. To qualify for BG-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

BG-13:**BASIC EDUCATION REQUIREMENTS:**

A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.

NOTE: The education requirements listed above applies only to individuals entering DoD BG-1102 positions on or after October 1, 2000. Current civilian personnel in DoD who occupied BG-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in an Executive Department on or before September 30, 2000 are exempt from meeting this requirement. Current military members who occupied a similar occupational specialty to the BG (or equivalent) -1102 or before September 30, 2000 are also exempt from meeting this requirement.

AND

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-11 level or pay band. Specialized experience is experience typically in or related to the work of the position that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position. **This experience includes any four out of the five below specialized experience statements:**

1. Utilizing contract regulations such as the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Navy Marine Corps Acquisition Regulation Supplement (NMCARS), and Defense Federal Acquisition Regulation Supplement Policy Guidance and Instruction (DFARSPGI) and apply to contract documentation and awards.
2. Conducting market research and reviewing contractor's proposals and technical analyses to establish the negotiation position.
3. Communicating verbally and in writing to prepare documentation and reports, pre-award documentation, and providing correspondence to customers, supervisors and leadership.
4. Performing data analytics and maintaining data records/spreadsheets to information to supervisors and leadership.
5. Applying critical thinking and research skills to various problems to identify mistakes and implement corrections.

OR

EDUCATION: Three full academic years of progressively higher level graduate or Ph.D. or equivalent doctoral degree. Graduate Education. To qualify for BG-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

BG-14:**BASIC EDUCATION REQUIREMENTS:**

A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.

NOTE: The education requirements listed above applies only to individuals entering DoD GS-1102 positions on or after October 1, 2000. Current civilian personnel in DoD who occupied BG-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in an Executive Department on or before September 30, 2000 are

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exempt from meeting this requirement. Current military members who occupied a similar occupational specialty to the BG (or equivalent) -1102 or before September 30, 2000 are also exempt from meeting this requirement.

AND

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-13 level or pay band. Specialized experience is experience typically in or related to the work of the position that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position. **This experience includes any four out of the five below specialized experience statements:**

1. Interpreting and enforcing contract regulations such as the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Navy Marine Corps Acquisition Regulation Supplement (NMCARS), and Defense Federal Acquisition Regulation Supplement Policy Guidance and Instruction (DFARSPGI) to apply to contract documentation and awards.
2. Conducting market research and reviewing contractor's proposals and technical analyses in conformance with the solicitation to lead the negotiation to achieve the best value.
3. Communicating verbally and in writing to prepare documentation and reports, business decision documentation, provide correspondence to customers, supervisors and leadership.
4. Performing research and data analytics to maintain data records/spreadsheets and relay information to supervisors and leadership.
5. Identifying issues and applying critical thinking and research skills in order to implement corrections and develop continuous process improvement.

Waivers: With the exception of Specialized Experience, the component acquisition career management authority may waive any or all of the requirements listed in this qualifications standard with respect to any employee of the Department of Defense if the board certifies that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated job performance and qualifying experience.

https://www.secnav.navy.mil/donhr/Documents/CivilianJobs/DoD_Qualification_Standard_For_GS-1102.pdf

BASIC REQUIREMENTS:

- You must meet ALL qualification requirements by the closing date of this announcement.
- To qualify for this position, your resume/CV must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Resumes/CVs that do not reflect the necessary experience/education to meet the qualification standards for the job will not be referred for consideration.
- Generally, current BG Civilian employees applying for BG jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. **All qualifications and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.**
- Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV.
- **Please note: If you do not identify the name and phone number of each employer, the title of each job performed (including pay plan and grade if applicable), as well as the start and ending dates (Month/Year) of employment in your Resume/CV your application will NOT be referred for consideration.**
- Candidates **MUST** ensure:
 - Work experience clearly shows knowledge of the subject matter pertinent to the position.
 - Number of hours (40/48hrs) performed per week.
 - Technical skills to successfully perform the duties of the position.
 - Ability to communicate both orally and in writing.

CONDITIONS OF EMPLOYMENT

- Applicant must be able to speak, read, write and understand English fluently.
- The incumbent is required to complete the Confidential Financial Disclosure Report, OGE Form 450 on an annual basis.
- Applicant must be 18 years of age at the time of application.
- PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.
- Applicant must be able to meet Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements, including maintaining currency in the career field.

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REQUIRED (✓) DOCUMENTS (MANDATORY) ALONG WITH APPLICATION:

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Family Member Preference (FMP)	Current BG Employees
1	Resume or CV (ABSOLUTELY NO PHOTOS/PICTURES). One resume per application ONLY	✓	✓
2	Transcripts (if qualifying on basis of education) Transcripts must be translated to English to be considered.	✓	✓
3	Copy of Passport - Must be valid for at least 6 Months	✓	
4	Copy of SF-50		✓
5	Family Affiliation (Sample format available in Job Portal)	✓	✓
6	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓
7	Copy of PCS orders with dependents listed AND Dependent entry approval	✓	

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):

Military spouse preference and Family member preference applicants (Non US Spouse & Family Members of US Civilian or US Military), will receive priority consideration. To be eligible for military spouse preference/family member preference, applicants are required to provide a copy of their Sponsor's PCS orders with dependents listed, and their Dependent entry approval letter at the time of application, to exercise their preference status. If MSP/FMP documents are not provided by the closing date of the announcement, military spouse preference/family member preference will not be applied.

ADDITIONAL DOCUMENT REQUIREMENTS

- All documents must be legible. No photos/pictures are permitted on resumes.
- Do not submit training certificates, letters of appreciation, experience certificates and any other documents not listed on this announcement.
- Please provide information regarding any relatives currently employed by the U.S. Navy in Bahrain. The written statement should state if you have or do not have a family member working with the U. S. Navy. This information may be provided in your Resume/CV or in an attached statement. Failure to disclose any/all family affiliations will result in the non-consideration of application or termination of employment.
 - Full name of relative (as reflected on CPR Card), Relationship (e.g., spouse, brother, cousin, uncle, etc.), Job Title, and Department.
- If all the required documents above are not provided by the closing date of the announcement, your resume/CV will not receive consideration.

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- **Transcripts must be translated to English to be considered.** Education documents obtained outside of Bahrain, with the exception of the United States, **MUST** be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. While unofficial transcripts (translated into English) are acceptable for initial application, an official transcript evaluated by a U.S. based credentialing service will ultimately be required if you are selected for the position. Please utilize the following link for service providers. <https://www.naces.org/members>.

HOW TO APPLY

****ANY**** applicant within the “WHO MAY APPLY” section of this announcement may now submit application online at: applicationbahrain@us.navy.mil

- Your application **MUST** have the Announcement Number in the subject line of your e-mailed application (i.e. NSA-22-XXX) **AND** be received by the closing date. If this requirement is not met your application will not be considered.

Send	To...	Application Bahrain;
	CC...	
	Subject	NSA-20-XXX
Attached	Passport.pdf (21 KB); Transcripts.pdf (21 KB); Family Affiliation.pdf (21 KB); Resume-CV.pdf (21 KB); ID Scans.pdf (21 KB)	

- Your application **WILL NOT** be considered if the announcement number is not in the e-mail subject line.
- Only **ONE** email will be accepted per vacancy announcement. If more than one email is sent only the most **RECENT** will be accepted.
- Failure to submit applicable required documents (as attachments) will result in your application not being considered.
- Your resume will **not** be kept on file – it will only be used for this announced vacancy. If you wish to apply for another vacancy then you will have to send in another resume.
- **PLEASE DO NOT** submit your documents as **zip files** or **pictures** (.JPEG, .JPG, .PNG, .GIF). Documents/Attachments other than PDF or Word Files will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

WHAT TO EXPECT NEXT

Once your completed application is received we will conduct an evaluation of your qualifications. The candidates rated eligible will be referred to the hiring manager for further consideration. No notifications are given regarding receipt or status of your application. **You will only be notified if you are selected for the position.**

For further inquiries please call 1785-4763 or e-mail us at HROBahrain@us.navy.mil.

We will not be accepting resumes that are sent to this e-mail.

**** Please note that HROBahrain@us.navy.mil is for INQUIRIES ONLY. Do NOT submit your resume to this e-mail. ****