

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

ANNOUNCEMENT #: NSA-25-024
POSITION: FINANCIAL MANAGEMENT ANALYST
PP-SERIES-GRADE: BG-0501-11
MONTHLY SALARY RANGE: BD1,190.668– BD1,771.475
LOCATION: CNREURAFCENT NSA, BAHRAIN

OPENING DATE: 05-AUG-2025
CLOSING DATE: 07-AUG-2025
APPOINTMENT TYPE: FULL TIME / PERM
HOURLY OF DUTY: 48 HRS
VACANCIES: 01

WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES.

IMPORTANT INFORMATION:

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://cnreuraftcent.cnrc.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 and services the Commander, Navy Region Europe, Africa, Central (CNREURAFCENT) Internal Review Officer (RAPO) within the N8 Comptroller Department in Bahrain. The Financial Management Community recognizes the expanded scope and variety of work currently performed and the evolving requirements of the future and has aligned the occupational series used within the Department of the Navy to reflect the content of work performed. This alignment acknowledges the breadth of knowledge and skills required to accomplish the financial management mission of the Department. This is a standard position description to be used by throughout the Financial Management Community at various duty locations. This position description describes the various duties and responsibilities of a Financial Management Analyst including accounting, budget, and other related financial management work. Special Requirements: Performs specialized work involving managerial or administrative work in connection with accounting systems; analytical, forecasting, and interpretive functions associated with the management and control of resources or funds; tracking and control of funds for special programs; analytical or program work pertaining to payroll, cash control, or benefit systems. Utilize an integrated system of budget and accounting functions to ensure internal control of accounting records. Prepare, review and reconcile stated programs and ensure that management is fully aware of any discrepancies of the program. Utilize integrated federal financial management systems and sub-systems to extract data, identify and resolve system problems, and maintain data integrity. Assess, evaluate, and review systems output and operational problems using a financial management system. Apply fiscal law, policies, regulations, principles, standards, and procedures to financial management activities. Advise financial management staff on the application of funding policy and regulatory requirements. Identifies and analyzes problems; weighs relevance and accuracy of information; seeks/generates and evaluates alternative perspectives/solutions; makes timely/effective recommendations, based on potential implications of findings or conclusions. Critically evaluates to identify the causes of problems, and suggests courses of action to management that balance the interests of the mission and stakeholders.

QUALIFICATIONS/EVALUATION REQUIREMENTS

BASIC REQUIREMENTS:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0500/financial-administration-and-program-series-0501/>

BG-11

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-09 level.

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. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the Occupation in the organization, **including at least three out of the below five** experience statements::

1. Utilizing an integrated system of budget and accounting functions to ensure internal control of accounting records.
2. Preparing financial operations reports to formulate a recommended course of action for management.
3. Advising managers on documentation requirement to support financial transactions.
4. Recommending changes in financial processes and procedures to reinforce compliance with financial regulations.
5. Counting reviews of financial operations to ensure effective and efficient internal control of records.
6. Coordinate directly with upper level management at various locations on financial and budgetary matters.

OR

EDUCATION: Master's or equivalent graduate degree **Or** 2 full years of progressively higher level graduate education leading to such a degree **Or** LL.B. or J.D., if related

Graduate Education: Education at the graduate level in an accredited college or university. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

OR

COMBINATION OF EDUCATION AND SPECIALIZED EXPERIENCE: Equivalent combinations of education and experience are qualifying for this positions.

Combining Education and Experience: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for BG-11. This will be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for BG-11 level; then determining the applicant's education as a percentage of the education required for BG -11 level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for BG -11 level. Only graduate education in excess of the amount required for the next lower grade level (BG-09) (1 full year of graduate level education) may be used to qualify for position.

Qualification requirements contained in this vacancy announcement are based on the U.S. Office of Personnel Management (OPM) Standards Handbook, which contains Federal qualification standards. This handbook is available on OPM's website at <http://www.opm.gov/qualifications>

- 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 (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.
- BAHRAIN DRIVER'S LICENSE MUST BE VALID FOR AT LEAST 3 MONTHS AT THE TIME OF APPLICATION.
- Work is principally sedentary. No special physical demand are required.
- Work involves normal risks and discomforts associate with an office environment.
- The incumbent required to complete the following mandatory training within 6 months of employment:
 1. CCPMD GPC Role-Based Training Agency Program Coordinator.
 2. GLG0010: DoD Government Wide Commercial Purchase Card Overview.
 3. Internal Operating Procedure (IOP) Training.
 4. Insight on Demand (IOD) Training.
 5. Annual Ethics Training.

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

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Famil y Member Preference (FMP)	Current BG Employee es
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 CPR (Front & Back) - Must be valid for at least 3 Months		
4	Copy of Passport - Must be valid for at least 6 Months	✓	
5	Copy of Work Permit - Must be valid for at least 3 Months		
6	Copy of SF-50		✓
7	Family Affiliation (Sample format available in Job Portal)	✓	✓
8	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓
9	Copy of PCS orders with dependents listed AND Dependent entry approval	✓	
12	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓	

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.
- **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.



The screenshot shows an email composition interface. The 'To...' field contains 'Application Bahrain;'. The 'Cc...' field is empty. The 'Subject' field contains 'NSA-20-XXX'. The 'Attached' section lists five files: 'Passport.pdf (21 KB)', 'Transcripts.pdf (21 KB)', 'Family Affiliation.pdf (21 KB)', 'Resume-CV.pdf (21 KB)', and 'ID Scans.pdf (21 KB)'. A 'Send' button is visible on the left side of the interface.

- 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. ****