

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

ANNOUNCEMENT #: NSA-25-014R
POSITION: FRONT DESK CLERK
PP-SERIES-GRADE: BG-0303-07
MONTHLY SALARY RANGE: BD518.889– BD718.889
LOCATION: Unaccompanied Housing (UH), NSA Bahrain

OPENING DATE: 13-JUL-2025
CLOSING DATE: 17-JUL-2025
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 40 HRS
VACANCIES: 1

WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES OF HOUSING DEPARTMENT (UIC-63005).

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

*Please note that the previous job announcement # NSA-25-014 for this position has been cancelled. All interested candidates are required to submit a new application under this revised announcement # NSA-25-14R. Applications submitted under the previous announcement **will not be considered.***

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.cnmc.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 in the Unaccompanied Housing (UH), Facility Naval Support Activity Bahrain. The employee is responsible to their manager/supervisor ensuring that the work assignment of the other employees of the team is carried out. The employee is accountable in maintaining reports and meeting timeframe; planning, scheduling, and distribution of balance workload to other employee. The employee might encounter variety of problem or situation common to segment of the program or function for which employee is responsible, good judgement and unbiased decision or recommendation based on the development and evaluation of information that various sources. Employee is responsible for administering customer service requirement for in bound and out bound of permanent party personnel. Maintains excellent customer service and operates 24 hours a day, 365 days a year. The function of the position is to lead and manages 2 front desks operations including reservations and room assignments to maximize occupancy. Provides the knowledge and leadership in supporting the Unaccompanied Housing (UH) requirements in managing four buildings with over 1500 residents across two adjoining bases. This include the lead roles in maintaining and managing the updated personnel's database in Enterprise Military Housing (eMH), managing/maintaining the e-lock doors system of the UH facilities and the overall administration/proper safekeeping of all resident's file. Additionally taking the lead in

U. S. DEPARTMENT OF THE NAVY

managing and maintaining the proper operations of all Front Desk equipment and supplies needed in order to support the efficient operations of Unaccompanied Housing. Leads front desk personnel in the proper execution of their assigned duties. Manages, plans and direct work schedules to support the operations of 3-4 front desk areas. Creates monthly schedules and adjusts as needed to match personnel assignments. Train and develops personnel in front desk/customer service operations, Housing Issue Resolution and manages work related administrative functions per UH Manger's directions. Incumbent on this position performs varieties of duties and responsibilities of Permanent Party/Unaccompanied Housing of Front Desk service operation including, but not inclusive of checking in and out service member in bound and out bound to NSA Bahrain, answers telephone call, take and forward messages to pertaining personnel. Give on the job training to new employees and refresher training as needed. Coach, facilitate, solve work problems and participate in the work of the team. Approve leave requests as delegated by the management. Report to supervisor or UH manager on performance; providing input to appraisal; also on outstanding performance behavior and peer/customer recognition. Prepare reports and maintaining records of UHM requirements such as inventory and utilization of property, review; update the current data from base loading module as part of Housing Requirement Module (HRM).

QUALIFICATIONS/EVALUATION REQUIREMENTS:

BG-07: SPECIALIZED EXPERIENCE: One (1) year equivalent to at least BG06 –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 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 the below:

1. Preparing reports and maintaining records such as, work accomplishments and administrative information to coordinate the communication of work-related information to management; **AND**
2. Planning, organizing lodging facility front desk service work and prioritizing assigned tasks to meet deadline; **AND**
3. Providing front desk and customer service support for a lodging facility.

OR

EDUCATION: 4 years above high school. Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grades BG-5 through BG-7 for all positions except Reporting Stenographer, BG-7. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

OR

COMBINATION OF SPECIALIZED EXPERIENCE AND EDUCATION: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

Combining Education and Experience: Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements at grade BG-7. This will be computed by first determining the total qualifying experience as a percentage of the experience required for the BG-07 grade level; then determining the education as a percentage of the education required for the BG-07 grade level; and then add both the percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level.

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>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-clerk-and-assistant-series-0303/>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

- 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.
- Applicant must be 18 years of age at the time of application.
- Applicants other than Bahraini/Arab Nationals must be registered in LMRA.
- Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.
- A Current Good Conduct Certificate dated within 3 months of this announcement will be requested at the time of Job Offer.
- PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.
- VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
- The work is mostly sedentary; however, some walking is required to assist other personnel and co-workers.
- The employee's schedule transition into; normal shift, swing shift and weekend work required.

U. S. DEPARTMENT OF THE NAVY

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

No.	Documents	Non US DEP of US CIV Emp/Mil Spouse	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 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 Residence 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 order with dependent listed AND Dependent Entry Approval.	✓	
10	Copy of Visa (Multiple entry/Re-entry), AND Dependent entry approval.	✓	
11	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

U. S. DEPARTMENT OF THE NAVY







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-25-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. ****