

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

ANNOUNCEMENT #: NSA-25-022
POSITION: PROGRAM ANALYST
PP-SERIES-GRADE: BG-0343-11/13
MONTHLY SALARY RANGE: BD1,190.668– BD2,238.667
LOCATION: NAVSUP FLC BAHRAIN

OPENING DATE: 20-JUL-2025
CLOSING DATE: 28-JUL-2025
APPOINTMENT TYPE: FULL TIME / PERM
HOUR 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:

Please note there are changes in our email addresses. New email addresses to submit your application is: applicationbahrain@us.navy.mil
For inquiries is: 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://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 in the Business Operations Department of the Naval Supply Systems Command (NAVSUP) Fleet Logistics Center Bahrain (FLCB). The incumbent plans facility projects and prepares documentation for repair and minor construction including alterations, equipment installation and maintenance. Conducts field investigations, prepared specification, develops cost estimates and prepares justifications for maintenance and repair initiatives. Conducts pre-construction reviews between contactors and the government. Coordinates review of plans and specializations prepared by consulting architects/ engineers and originates related correspondence. Assists base personnel in obtaining data for facilities related reports such as the Annual Inspection Summary, Base Readiness Report, Shore Facilities Life Extension program and Environmental Compliance Evaluation. Coordinates space planning requirements. Plan and coordinates internal office furniture modifications and relocations. Manages building operations, maintenance, repair, alteration, BANZ leased buildings assigned. The incumbent plans, executes and monitors the budgets related to facilities management at NAVSUP FLCB. Incumbent monitors contract performance related to services provided on behalf of NAVSUP FLCB facilities. Plan and deliver information technology customer support services, including installation, configuration, troubleshooting, customer assistance, and/ or training, in response to customer requirements. Troubleshoot and diagnose problems reported by users of network, internet and other assigned systems. Determine appropriate corrective action and provide resolution to customer. Escalate issues and IT requirements that cannot be resolved internally to Naval Computer and Telecommunications Station (NCTS) and OCONUS Navy Enterprise Network (ONE-NET) via the Request for Change (RFC) process. Monitor RFCs and ONE-Net trouble tickets from opening to closing. Furnish assistance to users and command leadership in preparation of requests for new equipment, systems, or infrastructure or modifications to existing equipment, systems or infrastructure, which would maximize the overall efficiency and effectiveness of operations. Provide technical advice in basic telecommunications. Assist the Information Systems Security Manager (ISSM) in submitting request for changes (RFC) to NCTS and ONE-Net to create, update, and delete user accounts, create, update NAVITAS ITPRs, telephone subscriber accounts, to include addition of NIPR/ SIPR drops and iPhone user accounts. Assist the ISSM with administration, sustainment, and management services for NAVSUP FLCB Microsoft SharePoint environment. Assist in the upkeep of NAVSUP FLCB Information Technology Purchase Request requirements, keeps abreast of technological changes and changes in NAVSUP policy/ doctrine. Other duties as assigned.

QUALIFICATIONS/EVALUATION REQUIREMENTS

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

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 two out of the below four experience statements:**

1. Utilizing knowledge of building management and services to complete work requirements and performance such as planning, scheduling, funding, and monitoring of work.
2. Monitoring contract performance such as grounds maintenance, janitorial and refuse service contracts to ensure compliance with regulations and requirements.
3. Maintaining Occupational Safety, Health and Fire Prevention programs to ensure compliance with policy and training required.
4. Negotiating resolutions to problems to provide customer service.

OR

EDUCATION: Master's or equivalent graduate degree **Or** Two (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 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: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the BG-11. This will be computed by first determining the total qualifying experience as a percentage of the experience required for the BG-11 grade level; then determining the education as a percentage of the education required for the BG-11 grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level.

BG-13

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-11 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 four experience statements:**

1. Performing coordination and fact-finding to identify client agency and building tenants facility needs.
2. Executing functional and administrative policies such as financial management, information management, contract administration, safety administration to provide resolutions for technical functions.
3. Delivering information technology customer support services such as installation, configuration, troubleshooting, customer assistance, and/or training to response to customer requirements.
4. Executing budget function such as planning for mission funds, identifying alternative and reimbursable funds to maintain a department budget.

OR

EDUCATION: Ph.D. or equivalent doctoral degree **or** three (3) full years of progressively higher-level graduate education leading to such a degree **or** LL.M., 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 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: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the BG-13. This will be computed by first determining the total qualifying experience as a percentage of the experience required for the BG-13 grade level; then determining the education as a percentage of the education required for the BG-13 grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level.

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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 (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.
- BAHRAIN DRIVER'S LICENSE MUST BE VALID FOR AT LEAST 3 MONTHS AT THE TIME OF APPLICATION.
- The work required walking, climbing ladders, crawling under and over equipment, bending, stooping and standing for long periods of time while inspecting buildings during field evaluations.
- Incumbent may be subject to occasional travel of up to 25%
- Incumbent is routinely required to travel and may be exposed to slippery or uneven ground, falling objects, constructions and site conditions, noise, dust and environment or other discomforts and hazards.
- The incumbent may be required to work other than normal duty hours, which may include evenings, weekends and/ or holidays or shift schedule depending on mission requirements. Overtime and/ or emergency overtime may be required.
- Recall to duty may be a requirement of this position and member may be required to be available on-call to deal with security/ operational issues that may arise.

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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 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 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	✓	
10	Copy of Visa (Multiple entry/Re-entry), AND Dependent entry approval		
11	Copy of Residence Permit (Endorsement Residence)		
12	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓	
13	Copy of Bahrain Vehicle Driver's license (Front & Back) - Must be valid for at least 3 Months	✓	✓

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.

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





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.

 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. ****