

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

ANNOUNCEMENT #: NSA-25-033

POSITION: MAINTENANCE WORKER

PP-SERIES-GRADE: BG-4749-06

MONTHLY SALARY RANGE: BD466.667– BD633.333

LOCATION: Unaccompanied Housing (UH), NSA Bahrain

OPENING DATE: 30-SEP-2025

CLOSING DATE: 13-OCT-2025

APPOINTMENT TYPE: FULL TIME / PERM

HOUR OF DUTY: 40 HRS

VACANCIES: 01

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

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 in Unaccompanied Housing (UH), Facility, Naval Support Activity Bahrain. Works under supervision of the Supervisory Laborer and UH management staff, who outlines general policies, programs, assignment objectives and is available for consultation on matters of unusual nature. Incumbent plans and carries out work assignments independently within the framework of pertinent regulations, procedural requirements and related directives referring only problems of unusual or controversial nature to the Supervisor and Manager for assistance. Work is reviewed and evaluated in terms of adequacy and accuracy of actions taken, soundness of recommendations and compliance with policies, regulations and governing directives. The primary purpose of this position is to perform a variety of routine duties involved in maintaining all equipment in UH facilities (resident rooms, laundry rooms, building lounges, multi-purpose common areas, office premises, work stations, etc.), in optimum operating condition, and repairing or replacing inoperative equipment for four buildings across two adjacent base, containing over 1,800 beds for all maintenance concerns and possible health, security and safety hazards. Provides assistance in maintaining logs and records of all projects and completed maintenance of the UH facility. Employee will also perform routine maintenance of an unskilled nature on a wide array of equipment pieces, to include laundry machines and office equipment and furniture. Performs other related duties as assigned, basic rehab maintenance in support of maintaining a self-help program.

QUALIFICATIONS/EVALUATION REQUIREMENTS:

A specific length of training and experience is not required, but you must show evidence of training or experience sufficient scope and quality of your ability to do the work of this position. Evidence which demonstrates you possess the knowledge, skills, and ability to perform the duties of this position must be supported by detailed descriptions of such on your resume or OF-612. Applicants will be rated in accordance with the OPM Qualification Standard Handbook Federal Wage System Qualifications.

Your resume must have demonstrate that you have performed the following duties:

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1. Performing maintenance and repair tasks such as plumbing, carpentry, painting, minor electrical repairs, replacing damaged or broken pipe, repairing leaky faucets, repairing toilets, repairing wooden shelves/bins/concrete forms/windows/doors/counter-work areas **AND**
2. Maintaining a self-help program for buildings and completing preventive maintenance schedules for equipment **AND**
3. Maintaining maintenance record files and log books and conducting routine inspections of all equipment for safety compliance.

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/federal-wage-system-qualifications/#url=WG-4700>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-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.
- Must possess and maintain a valid Bahrain Vehicle Driver's License **AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE**
- Must obtain on base Motor operator's Identification Card.
- PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.
- The work requires some physical exertion such as extended periods of standing, walking on uneven and hard surfaced areas, recurring bending, crouching, stooping, stretching and lifting.
- The incumbent may be required to work a rapid pace for long periods of time during building renovations and on furniture, fixtures and equipment (FF&E) upgrades.
- Mechanical lifting equipment will be made available to assist the employee in lifting and carrying weights over 40 pounds.
- The employee may be required to work irregular working hours.

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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)	Non US Spouse & Family Member of US Military or US CIV Employees	Current BG Employees	Bahraini National	Other Nationals	NSA Bahrain Sponsored Spouse & Family Members of 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 our job portal).	✓	✓	✓	✓	✓	✓
9	Copy of Spouse's 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.					✓	
12	Copy of Vehicle Driver's License issued by Bahrain Directorate of Traffic (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.

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.

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- 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. **