

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

ANNOUNCEMENT #: NSA-25-037

POSITION: Lead Safety & Occupational Health Specialist

PP-SERIES-GRADE: BG-0018-13

MONTHLY SALARY RANGE: BD1,498.667– BD2,238.667

LOCATION: SOH Dept. NSA Bahrain

OPENING DATE: 16-OCT-2025

CLOSING DATE: 26-OCT-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 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://cnreurfcent.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

Incumbent in this position serves as a Lead Safety and Occupational Health at Naval Support Activity (NSA) Bahrain and performs professional and technical works in the management of safety programs by controlling physical conditions and operating practices to eliminate factors that are known or predicted to result in injury to persons or damage to property. Serves as a liaison between NSA Bahrain and other Tenant organizations located and/or performing work/activities on the installation and in designated special areas within the AOR. As a senior SOH professional, the incumbent shall effectively communicate the organization’s strategic plan, mission, vision and values to the Safety team ensuring integration into the team’s strategic goals, objectives, work plans and work products and services. Engaged in: identifying, distributing and overseeing workload among employees in accordance with workflow, skill level, and specialization balancing workload and priorities for timely accomplishment of assigned team tasks and ensuring that each employee has an integral role in the Installation Safety Program. Effectively communicates team assignments, projects, problems to be solved, actionable events, milestones, and/or Safety Program issues under review, and deadlines for tasks. Coach the team in the selection and application of problem solving methods, provide advice on work methods, practices and procedures, and assist the team identifying the parameters of a viable solution to increase the effectiveness of the installation Safety Program while minimizing negative impacts. Monitor Safety Staff training needs in accordance with applicable standards for successful accomplishment of assigned Safety Program elements. Utilizing the director’s priorities, executes short and long-term budgetary planning, determines fiscal requirements and develops annual budget and spending plans for submission to higher authority. Monitors budget execution as it relates to safety program goals. Serves as a safety consultant to all levels of management of organizations serviced. Advises management, workers and contractors on safety requirements and potential accident causing situations and methods and techniques for preventing accidents. Conducts safety and occupational health inspections and surveys. Observes employee performance, environmental conditions, facilities, and

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equipment. Identifies hazards and unsafe conditions and practices in operations that change on a regular basis. Analyzes findings and prepares reports including recommendations to eliminate, reduce, or control hazards. Reviews findings of safety surveys/inspections and determines appropriate action required. Prepares written guides, procedures and standards to prevent unsafe conditions and reduce the severity and results of accidents. Plans, develops, implements and monitors effectiveness of safety certification programs, promotional, and educational campaigns designed to meet both general and specific goals of reducing accidental occurrences. Ensures programs utilize applicable input from private and public sectors as well as local input designed specifically to meet unique local situations.

QUALIFICATIONS/EVALUATION REQUIREMENTS:

Safety and Occupational Health Management Series 0018 has Individual Occupational Requirements:

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 the below five specialized experience statements:

1. Overseeing and scheduling periodic inspections to evaluate compliance with of Occupational Safety and Health Standards; AND
2. Investigating and analyzing mishaps or near misses to determine hazardous conditions or unsafe actions to prevent reoccurrence; AND
3. Inspecting and Identifying hazards and unsafe and unhealthful working conditions to recommend solutions and corrective actions to stop the hazards completely; AND
4. Developing guidelines and procedures in accordance with Occupational Safety and Health regulations and consensus standards to eliminate or control safety hazards and promote safe workplaces; AND
5. Providing workload oversight and quality control of team initiatives for productive workforce mandates.

OR

EDUCATION: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related. Major study - safety or occupational health fields (safety, occupational health, industrial hygiene), or degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines: safety, occupational health, industrial hygiene, occupational medicine, toxicology, public health, mathematics, physics, chemistry, biological sciences, engineering, and industrial psychology.

COMBINATION OF EDUCATION AND SPECIALIZED EXPERIENCE:

Equivalent combinations of education and experience are qualifying for the BG-13 position.

Combinations of successfully completed graduate education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the 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. Only graduate education in excess of the BG-11 education requirement (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), may be used to qualify applicants for position at grade BG-13.

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/0000/safety-and-occupational-health-management-series-0018/>

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

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

1. Applicant must be able to speak, read, write and understand English fluently.
2. Applicant must be 18 years of age at the time of application.
3. Applicants other than Bahraini/Arab Nationals must be registered in LMRA.
4. Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.
5. A Current Good Conduct Certificate dated within 3 months of this announcement will be requested at the time of Job Offer.
6. PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.
7. VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
8. Must possess and maintain a Bahrain Driver's License. MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
9. Must obtain Government vehicle driver's license within 90 days of employment and maintained.
10. The incumbent requiring extensive walking, standing, bending, crouching, climbing, lifting, etc. in an extreme environment to include excessive heat and environmental respiratory risks.
11. During regular inspections and investigations in the field, the incumbent may be exposed to a variety of industrial and extreme environmental hazards. The incumbent may be required to don/doff and work in various personal protective equipment.
12. Incumbent on this position must be available to work on weekends, holidays and overtime if required.
13. Must be able to lift items up to 25lbs.
14. This position requires incumbent to travel 10% of time on island and 5% off island.

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

No.	Documents	Non US Spouse & Family member of US military or US CIV Employee	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	✓	✓
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	✓	
8	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓	
9	Copy of Bahrain General Directorate of Traffic issued Vehicle Driver's license (Front & Back) - Must be valid for	✓	✓

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

Military spouse preference and Family member preference applicants, 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

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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@me.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. ****