

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

ANNOUNCEMENT #: NSA-25-043
POSITION: ENGINEERING TECHNICIAN (CIVIL)
PP-SERIES-GRADE: BG-0802-09/10/11
MONTHLY SALARY RANGE: BD821.333– BD1,771.475
LOCATION: PWD, NAVFAC BAHRAIN - ISA AIR BASE

OPENING DATE: 30-OCT-2025
CLOSING DATE: 09-NOV-2025
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 48 HRS
VACANCIES: 01

WHO MAY APPLY: BAHRAINI CITIZENS; NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; ARAB NATIONALS; THIRD COUNTRY NATIONALS; 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://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 Naval Facilities Engineering Command Europe, Africa and Southwest Asia (NAVFAC EURAFSWA) Public Works Department (PWD) located in Manama/ISA Airbase Bahrain. The incumbent in this position meets with the supported command's point of contact to gain further information on scope of work, visits job sites, and references various industry standards and codes to determine the exact requirements for the work and to provide technical guidance to the supported command on the most efficient method for accomplishing the work. Obtains existing as-built drawings for projects assigned, makes field trips to the site, and verifies existing conditions of the project site by reading and understanding the existing as-built drawings. Prepares job plans, estimates total man-hour requirements and details labor and costs by shop, using estimating guides, historical data, and by application of knowledge as a tradesman. The incumbent identifies and prepares specifications for the procurement of supplies, materials, and equipment for individual jobs, and initiates procurement of material required by job order specifications via purchase requests in SPM. Prepares detailed technical and performance portions of specifications and develops cost estimates for Simplified Acquisition Procedure Contracts, Large Purchase Contracts, Facility Service Contracts and task orders. Prepares technical drawings and sketches reflecting construction details and designates other engineering plans, blueprints and sketches required and provides liaison for their preparation and issuance. Assists, pre-award, with reviewing contractor submittals and technical questions which include cost estimates, construction drawings, and shop drawings received from various contractors for completeness and functional design within the guidelines of the required specifications. Provides continuing technical assistance during all phases of job execution for both in-house and contract, such as field modifications, design criteria changes, varying conditions, material substitutions, and inspections.

QUALIFICATIONS/EVALUATION REQUIREMENTS

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

BG-09

EDUCATION: Graduate education or an internship meets the specialized experience required for BG-09 in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements for BG-09.

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

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-08 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 three experience statements:**

1. Using techniques such as maintenance, repair, and construction techniques to apply appropriate methods to projects and tasks.
2. Utilizing computer applications to enter data or create Performance Work Statement (PWS) or Statement of Work (SOW).
3. Generating cost estimate to evaluate proposals, manage project budgets, or ensure fair contract pricing.

OR

COMBINATION OF EDUCATION AND EXPERIENCE: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) for the graduate education period by 18. Add the two percentages.

BG-10

EDUCATION: Graduate education or an internship meets the specialized experience required for BG-10 in those instances where it is directly related to the work of the position. Two full years of graduate education or a master's degree meets the requirements for BG-10.

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

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 three experience statements:**

1. Evaluating work order requests for repair, maintenance and/or constructions to create efficient work packages.
2. Analyzing Infrastructure Condition Assessment Program (ICAP) data to identify critical infrastructure maintenance needs
3. Applying design and engineering principles to deliver practical, compliant project solutions.

OR

COMBINATION OF EDUCATION AND EXPERIENCE: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the first year by 18. Add the two percentages.

BG-11

EDUCATION: Graduate education or an internship meets the specialized experience required for BG-11 in those instances where it is directly related to the work of the position. Two full years of graduate education or a master's degree meets the requirements for BG-11. 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

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-10 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 three experience statements:**

1. Analyzing contractor's proposal to ensure the acquisition team can award the contract on schedule.
2. Planning assignments containing problems such as technical, budgetary, and logistical challenges to manage tasks efficiently and effectively.
3. Coordinating specification development work with other organizations and/ or departments to ensure the work complies with regulations.

OR

COMBINATION OF EDUCATION AND EXPERIENCE: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the first year by 18. Add the two percentages.

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.

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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. BAHRAIN DRIVER'S LICENSE MUST BE VALID FOR AT LEAST 3 MONTHS AT THE TIME OF APPLICATION.
9. The incumbent work performed under field conditions requiring frequent surveys ascending ladders to rooftops, trusses and other semi- precarious positions with exposure to moving equipment, electrical currents, or toxic fumes.
10. Incumbent will be required to use personal protective equipment such as safety glasses, hard hats, safety shoes, protective clothing, respirator, protective eyewear and earplugs is required in the performance of the work.
11. One-time pre-employment physical test is required before starting the position. Additional physicals may be required periodically, as determined by management.

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

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Famil y Member Preference (FMP)	Non US Spouse & Family Member of US Military or US CIV Employees	Current BG Employee s	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 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	✓	✓	✓	✓	✓	✓

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Please Note:

NSA Bahrain sponsored spouse & family members of BG employees are now eligible to be considered for employment on NSA Bahrain.

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 window. The 'To' field is filled with 'Application Bahrain;'. The 'Cc' field is empty. The 'Subject' field contains 'NSA-20-XXX'. Below the subject field, the 'Attachments' 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)'. On the left side of the window, there is a 'Send' button.

- 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.

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- **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. ****