

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

ANNOUNCEMENT #: NSA-25-044
POSITION: ENGINEERING TECHNICIAN
PP-SERIES-GRADE: BG-0802-10/11
MONTHLY SALARY RANGE: BD1,024.000– BD1,771.475
LOCATION: PWD, NAVFAC BAHRAIN

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://cnreurfcent.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 the Facilities Management Facilities Services (FMFS) branch, Facilities Engineering and Acquisition Division (FEAD), Public Works Department, Naval Support Activity, Bahrain. The incumbent has responsibility for the execution of the following contract development activities in accordance with mission needs, applicable NAVFAC and Commander Navy Installations Command (CNIC) guidelines, Federal Acquisition Regulations (FAR), and applicable local regulations. Develops and prepares scheduled maintenance, unscheduled maintenance, and repair contracts, maintenance construction, and time and material type contract specifications. Preparation of complete contract bid packages. Preparation of all specifications completely and with contractual accuracy. Reviews contract specifications for other US Navy installations under the cognizance of NAVFAC EURSWA, to ensure they are clear, complete, and written in a viable contract format, providing his/her comments/recommendations, and maintaining dialogue with Contract Specialists and Requirements teams at remote locations. Prepares Performance Work Statement PWSs for other us Navy installations located throughout the European and Southwest Asia. Responsible for the execution of pre-award contract activities such as provides technical support to the Acquisition Director in canvassing potential bidders, providing suggested bidders' lists and in conducting pre-bid conferences and site visits, cooperates in resolving any pre-bid or pre-award problems, assists with invitations for bid and requests for proposals Assists with preparation of determinations and findings concerning respective contractor responsibility, financial ability, past performance and current workload, prepares Independent Government Cost Estimates (IGCE), prepares for and assists with negotiations for sole source procurement. The incumbent is responsible for the execution of post-award contract activities such as performs all necessary preliminary investigation work for pre-performance conference with contractor and interested customer and/or military activities, reviews contractor submittals such as schedule of work, schedule of deductions, quality control program, safety plan, etc. to ensure they meet contract requirements, day-to-day administration of the service contract to ensure all Government and contractor obligations are met, verifies contractor invoices for payment, prepares analysis of matters in dispute, participates in preparing contractor performance evaluations and recommendations to the Officer in Charge.

QUALIFICATIONS/EVALUATION REQUIREMENTS

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

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. Analyzing customer requirements to understand the customer's needs, define Project Statements of Work (SOW), and/ or deliver the desired outcome.
2. Interpreting contract plans and specifications to ensure accurate project execution and compliance.
3. Developing engineering specifications and statements of work to create contract bid solicitations for engineering designs or engineering changes.

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. Planning assignments containing interconnected problems such as technical, budgetary, and/ or logistical challenges to manage tasks efficiently and effectively.
2. Coordinating specification development works with other organizations and/ or departments to ensure the work complies with regulations.
3. Using deliberations such as negotiating and award of facilities support contracts to contribute effectively to the contracting process.

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.

U. S. DEPARTMENT OF THE NAVY

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

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. Position required some physical activity is required including climbing up and onto roofs, cooling towers, and down into manholes and tunnels, walking, crawling, bending, or stooping during field surveys and inspection of facilities.
10. Incumbent required to visit locations throughout the area and travel as necessary to remote sites for inspections and local authorities, contractor, and public discussions.
11. One-time pre-employment physical test is required before starting the position. Additional physicals may be required periodically, as determined by management.

U. S. DEPARTMENT OF THE NAVY

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

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Fam ily 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	✓	✓	✓	✓	✓	✓

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.

U. S. DEPARTMENT OF THE NAVY

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. ****