

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

ANNOUNCEMENT #: NSA-25-053

POSITION: FRONT DESK CLERK

PP-SERIES-GRADE: BG-0303-06

MONTHLY SALARY RANGE: BD466.667– BD633.333

LOCATION: Unaccompanied Housing (UH), NSA Bahrain

OPENING DATE: 02-DEC-2025

CLOSING DATE: 08-DEC-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; BAHRAINI CITIZENS; 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://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 the Unaccompanied Housing (UH), Facility Naval Support Activity Bahrain. The employee is accountable in maintaining reports and meeting time frame in assigning personnel into permanent party rooms. This position might encounter variety of problem or situation common to segment of the program or function for which employee is responsible for good judgment and unbiased decision or recommendation based on the development and evaluation of information that various sources. The employee is responsible for administering customer service requirements for all incoming and checking residents in and out of Bahrain and operates 24 hours a day 365 days a year. Performs the duties and responsibilities of Unaccompanied Housing (UH) Permanent Party Front Desk operation including, but not inclusive of checking residents in/out, answer all telephones calls. Provides the knowledge and abilities to support the Unaccompanied Housing (UH) lodging requirements of over 1,400 residents across two adjoining bases and assisting room assignments in four buildings. This include the maintaining and managing the updated personnel's database in Enterprise Military Housing (eMH) database, managing/maintaining the e-lock door system of the UH Facilities and the overall administration/proper safekeeping of all resident's file. Coordinates all resident's concerns to UH management for resolution; communicates all needed housekeeping/maintenance issues and provides feedback to residents. Issues equipment and maintains minor property records on item that have been checked out from the Front Desk during weekends or after normal-working hours. Brief all personnel checking into the AOR, with up to date Force Protection information and UH rules and regulations. Ensures all personnel understand and acknowledge by signing the compliance form. Issuing of bedding materials and handling over a room inventory list to let the residents acknowledge the UH standard room items.

QUALIFICATIONS/EVALUATION REQUIREMENTS:**BG-06:**

GENERAL EXPERIENCE: One (1) year of General Experience –Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of position to be filled, **including the below experience statements:**

1. Utilizing computer application software such as Microsoft Office to complete data entry requirements; AND
2. Answering phones and greeting customers to provide front desk customer support: AND
3. Drafting reports and maintaining records to provide administrative support.

OR

EDUCATION: Two (2) years above high school (Provide Transcripts). Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grade BG-06. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

OR

COMBINATION OF EDUCATION AND GENERAL 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 under-graduate semester hours (or equivalent) beyond the first year by 30. 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>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-clerk-and-assistant-series-0303/>

<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.

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- 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.
- The work is mostly sedentary; however, some walking is required to assist other personnel and co-workers.
- The employee's schedule transition into; normal shift, swing shift and weekend work required.

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 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)						✓

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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-24-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 interface. On the left is a 'Send' button. To its right are 'To...' and 'Cc...' fields. The 'To...' field contains 'Application Bahrain;'. Below these are 'Subject' and 'Attached' fields. The 'Subject' field contains 'NSA-20-XXX'. The 'Attached' field 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)'.

- 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. ****