

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

ANNOUNCEMENT #: NSA-26-010
POSITION: Housing Management Assistant
PP-SERIES-GRADE: BG-1173-07/09
MONTHLY SALARY RANGE: BD518.889– BD967.778
LOCATION: Housing Department, NSA Bahrain

OPENING DATE: 26-FEB-2026
CLOSING DATE: 03-MAR-2026
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.

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://cnreurfacent.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 U.S. Naval Support Activity (NSA) Bahrain Housing Department at the Housing Service Center (HSC). The incumbent in this position program and implement Housing Referral Services for the placement of NSA Bahrain US military and DoD Sponsored civilian personnel in adequate housing and strives to obtain equal opportunity for all personnel in community housing. Receives customers at the front office reception desk and signs in all personnel needing assistance and assigns them a counselor. Receives and processes applications for accompanied and unaccompanied off-base permanent quarters leases. Reviews orders to determine applicant's eligibility for housing, accuracy and completeness of date to determine number of bedrooms requested, approximate waiting time, and /or availability of housing. Advise applicants on availability, size and type of units. Maintains and manages priority referral lists for housing. Refers eligible personnel to landlords/property owners or Showing Service as units become available. Makes appropriate updates to leased housing referral lists as personnel move in or out of residences. Process intent to vacate paperwork received from tenants and monitor and track vacating units for timely referral to eligible applicants. Interviews, counsels and refers personnel of all grades/ranks and services processed through the Housing Referral Office to suitable non-discriminatory housing. Counsels personnel concerning standards of conduct, tenant's rights and responsibilities, expectations of landlords in private lease arrangements (i.e. notice of intent to vacate, return of deposits, care of property, pets, etc.) and military transfer clause in all rental contracts. Operates the Enterprise Military Housing (eMH) database for FH, UH, and private leased. Maintain Housing Referral list, obtains non-discriminatory listings of suitable rental for referral to eligible personnel in a wide price range within the local commuting area in order to provide the maximum choice for selection. Communicate advance housing information, including housing conditions, range of rental costs, occupancy rates, and other general information, via telephone, and email. Corresponds via email with deployed personnel or shipboard sailors in response to housing concerns or questions. Prepares move orders and Dislocation Allowance (DLA) paper work for Intra-station moves as needed. Maintain tenant history files that include occupancy date, special requests, childcare provider information, number of complaints, etc. Draft exception to policy letters for Commanding Officer/Region approval. Monitor progress of letters and file requests for all letters. Assist the Housing Manager with annual unaccompanied and accompanied personnel housing requirements surveys for installation and tenant commands.

QUALIFICATIONS/EVALUATION REQUIREMENTS**BG-07**

GENERAL EXPERIENCE: Three (3) years of General Experience –Progressively responsible experience, 1 year of which was equivalent to at least **BG-06** that demonstrate the ability to the following:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions; **AND**
2. Plan and organize work; **AND**
3. Communicate effectively orally and in writing.

EDUCATION: Four (4) year course of study leading to a bachelor's degree. Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the BG-07 level requirements. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

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 undergraduate semester hours (or equivalent) beyond the second year by 60 semester hours. Add the two percentages.

BG-09:

SPECIALIZED EXPERIENCE: One (1) year equivalent to at least BG-07. 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:

- 1) Counseling the tenants concerning policies and procedure of organization and expectations of landlords in private lease agreement; **AND**
- 2) Assist personnel in resolving lodging issue/s between tenant/landlord complaints and disputes; **AND**
- 3) Documenting and maintaining customer complaints and resolutions files for future reference.

OR

EDUCATION: One (1) full year education at the graduate level in an accredited college or university meets the requirements for position at BG-09. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. 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. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

OR

SUPERIOR ACADEMIC ACHIEVEMENT: The superior academic achievement provision is applicable to all occupations covered by this standard.

Superior academic achievement (S.A.A.) -- It recognizes students who have achieved superior academic standing as evidenced by one of the three methods described below. In order to be creditable under this provision, superior academic achievement must have been gained in a curriculum that is qualifying for the position to be filled.

S.A.A. is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

U. S. DEPARTMENT OF THE NAVY

1. *Class standing* -- Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. *Grade-point average (G.P.A.)* -- Applicants must have a grade-point average of:
 - **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
 - **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.

Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9.

The G.P.A should be credited in a manner that is most beneficial to the applicant. For example, applicants may list their G.P.A. as recorded on their final transcript, or they may choose to compute their G.P.A. The specific provisions are detailed below:

- G.P.A. as recorded on the final transcript. The final transcript must cover the period being used to determine G.P.A., i.e., all 4 years or last 2 years.
- G.P.A. including course work after bachelor's degree. Undergraduate course work obtained after an applicant has received a bachelor's degree can be credited in computing the G.P.A. of applicants who need those courses to meet minimum qualification requirements, i.e., the courses are required by the standard or by the individual occupational requirement.
- G.P.A. excluding pass/fail courses. Applicants usually cannot claim credit based on their overall G.P.A. if more than 10 percent of their total credit was based on pass/fail or similar systems rather than on traditional grading systems. However, if they can document that only their freshman-year courses (25 percent or less of their total credit) were credited on a pass/fail or similar system, they can use their overall G.P.A. to claim Superior Academic Achievement. If 10 percent or fewer credits or only freshman-year courses were based on pass/fail or similar systems, such credits can be ignored and the G.P.A. computed on the graded courses. Applicants can, however, still claim credit based on their last 2 years if 10 percent or fewer credits were based on pass/fail or similar systems. Applicants who cannot claim credit under the G.P.A. requirements may claim credit for superior academic achievement only on the basis of class standing or honor society membership.

Election to membership in a national scholastic honor society -- Applicants can be considered eligible based on membership in one of the national scholastic honor societies recognized by the Association of College Honor Societies (ACHS) <https://www.achshonor.org/>. Agencies considering eligibility based on any society not included in the ACHS list must ensure that the honor society meets the minimum requirements of the Association of College Honor Societies. Membership in a freshman honor society cannot be used to meet the requirements of this provision.

OR

COMBINATION OF EDUCATION AND SPECIALIZED 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.

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/1100/housing-management-series-1173/>

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

- 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.
- VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
- MUST POSSESS AND MAINTAIN BAHRAIN DRIVER'S LICENSE (Must be valid for at least 3 months at the time of job application).
- The incumbent of this position must be able to obtain a security background check clearance prior to employment and maintain.
- This position requires the flexibility to work irregular hours, including weekends, holidays, and overtime as needed.
- Situational telework may be permitted for this position, subject to supervisory approval and mission needs.

U. S. DEPARTMENT OF THE NAVY

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 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 (Endorcement 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.

The screenshot shows an email composition interface. The 'To...' field contains 'Application Bahrain;'. The 'Cc...' field is empty. The 'Subject' field contains 'NSA-20-XXX'. The 'Attached' section lists five PDF 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)'. A 'Send' button is visible on the left side of the interface.

- 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.**

U. S. DEPARTMENT OF THE NAVY

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. ****