

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

**ANNOUNCEMENT #:** NSA-25-027

**POSITION:** SUPERVISORY TRAFFIC MANAGEMENT SPECIALIST

**PP-SERIES-GRADE:** BG-2130-11

**MONTHLY SALARY RANGE:** BD1,190.668– BD1,771.475

**LOCATION:** CTF53, NAVCENT BAHRAIN

**OPENING DATE:** 20-AUG-2025

**CLOSING DATE:** 26-AUG-2025

**APPOINTMENT TYPE:** FULL TIME / PERM

**HOUR OF DUTY:** 48HRS

**VACANCIES:** 01

**WHO MAY APPLY:** NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES OF CTF-53, NAVCENT BAHRAIN UIC 09346.

**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](mailto: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 U.S. Navy operated AMC Cargo Terminal located at the Bahrain International Airport, Muharraq, Bahrain. The primary purpose of this position is to oversee daily air cargo operations and the personnel engaged in cargo handling at the Air Cargo Terminal. This Air Cargo Terminal provides mission essential logistics support to C TF-53 and AMC customers. Position will supervise five (5) local national shift Leads responsible for the work tasks of 28 assigned employees consisting of local national and Third Country National civilians. Maintains 24 hours operations 7 days a week, 365 day per year. The dynamic nature of operations necessitates a solid understanding of customer requirements, responsiveness aligned with local policy, compliance with DOD air transportation regulations, adherence to Air Forces-Air Mobility Command (AMC) Instructions, wide knowledge of Air Cargo Terminal operations procedures, and basic working knowledge of Bahraini Customs requirements. The incumbent must possess good communication skills and fully fluent in the English language to effectively engage with and convey information to Air Terminal Leadership.

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

**BASIC REQUIREMENTS:**

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2100/traffic-management-series-2130/>

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

**Traffic Management Series 2130 has Individual Occupational Requirements:****BG-11**

**EDUCATION:** 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.

Graduate Education: Education at the graduate (Master's) level in an accredited college or university.

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.

**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 four out of the below five experience statements:**

1. Managing employees to include duties such as developing work schedules, managing appraisals to employees in order to maintain a proper work environment.
2. Planning, organizing and directing cargo movement and activities to ensure on-time delivery to customers.
3. Conducting cargo and equipment audits to prevent fraud, waste and theft of assets and stored cargo.
4. Utilizing workplace safety policy and practices to ensure compliance with mandatory workplace safety and labor requirements.
5. Developing employee training plans, to include duties such as, determining basic cargo skills, qualification level and verifying specialized vehicle training to ensure all personnel are properly trained.

**OR**

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent Combinations of successfully completed graduate level education and experience may be used to meet total qualification requirements for this position, 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. Only graduate education in excess of the amount required for the BG-09 level (1 full year of graduate level education) may be used to qualify applicants for this position.

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.

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- 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.
- BAHRAIN DRIVER'S LICENSE MUST BE VALID FOR AT LEAST 3 MONTHS AT THE TIME OF APPLICATION.
- Applicant must possess and obtain certification to accept, inspect and certify hazardous materials for air transportation in accordance with NAVSUPPUB 505 and IATA guidelines within one (1) year of start date.
- Applicant required to work Overtime/Shift/Weekend/Holiday Work/Rotating Shifts.
- Occasional travel may be required to attend conferences or training events.

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

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Famil y Member Preference (FMP)	Current BG Employee es
1	Resume or CV ( <b>ABSOLUTELY NO PHOTOS/PICTURES</b> ). One resume per application ONLY	✓	✓
2	Transcripts (if qualifying on basis of education) <b>Transcripts must be translated to English to be considered.</b>	✓	✓
3	Copy of CPR ( <b>Front &amp; Back</b> ) - 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 <b>AND</b> Dependent entry approval	✓	
10	Copy of Visa (Multiple entry/Re-entry), <b>AND</b> 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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**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](mailto: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.

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### 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](mailto:HROBahrain@us.navy.mil).

**We will not be accepting resumes that are sent to this e-mail.**

**\*\* Please note that [HROBahrain@us.navy.mil](mailto:HROBahrain@us.navy.mil) is for INQUIRIES ONLY. Do NOT submit your resume to this e-mail. \*\***