

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

(Revised: Adding conditions of employment and specialized experience in grade BG14)

ANNOUNCEMENT #: NSA-24-019

POSITION: Cultural Advisor

PP-SERIES-GRADE: BG-0301-13/14

MONTHLY SALARY RANGE: BD1,498.667– BD2,494.667

LOCATION: NAVCENT BAHRAIN

OPENING DATE: 05-JUN-2024

CLOSING DATE: 12-JUN-2024

APPOINTMENT TYPE: FULL TIME / PERM

HOUR OF DUTY: 48 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:

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@me.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 Protocol Office U.S. Naval Forces Central Command (COMUSNAVCENT) / Commander, U.S. FIFTH Fleet (C5F), and Commander, Combined Maritime Forces (CMF) are of responsibility, commanded by a Three Star Flag Officer charges with exercising command and control of forces assigned to COMUSNAVCENT and C5F. The incumbent in this position plans and schedules workloads for protocol officer personnel. Briefs lessons learned and analyzes significant events, interests and prepares after action reviews. Determines the need to develop revised or improved protocol plans. Presents recommendations for program improvement to Chain of Command. Assures uniform application of all administrative and operating policies and procedures, coordination of all related responsibilities, and resolution of problems encountered in day-to-day operations. Provides guidance, advice and/or renders decisions on specific problems brought to attention by office members. Delegates complete responsibility and authority to plan, schedule and carry out major projects and schedules. Coordinates and oversees the execution of itineraries for all participants involved in the Commander’s conferences, briefings, ceremonies and social functions. Coordinated and oversees each step in the planning and preparation process, including assigning workloads, supervising rehearsals, and personally giving assurance that the event is ready for execution. Leads and supervises actual event execution and produces after action reviews for historical reference. Budgets, purchases, and maintains all records and files of expenditures for official dinners, luncheons, receptions, and social events hosted by the Command. Maintains cost and attendance data of participants; prepares, submits and receives billings; and conducts necessary reviews and audits. Arranges, Plans, selects and inspects all details. Works with local Bahraini vendors in arranging and coordinating all aspects of social functions. Arranges photographic support for all official and social functions as required. Responsible for proposing guest lists, sending out invitation, collecting RSVPs, VIP seating, escorts for VIP and special guests, receiving line composition, recommends menu selections, arranges for escorts and interpreters, security access, and parking arrangements in accordance with protocol precedence. Provides translations (Arabic-English, English-Arabic) of protocol-related materials. Responsible for coordination and on-site execution of large-scale distinguished visitor visits to COMUSNAVCEN/U.S. FIFTH Fleet, CMF-sponsored exercises and events.

QUALIFICATIONS/EVALUATION REQUIREMENTS

BASIC REQUIREMENTS:

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

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NOTE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

BG-13: SPECIALIZED EXPERIENCE: 1 year equivalent to at least BG-11 **And/ OR Education:** Ph.D. *or* equivalent doctoral degree *or* 3 full years of progressively higher level graduate education leading to such a degree *or* LL.M., if related.

Specialized Experience: 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 four statements:**

1. Providing translations of the protocol-related materials from Arabic to English and English to Arabic;
2. Preparing protocol advisory on events such as ceremonial forms, honors, courtesies, etiquette;
3. Arranging and coordinating social functions with local Bahraini vendors;
4. Propose guest lists, and assist in sending out invitations, collecting guest responses, VIP seating, escorts for VIP and special guest.

BG-14: SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-13 level. **Education:** Not applicable.

Specialized Experience: 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 four statements:**

1. Providing translations of the protocol-related materials from Arabic to English and English to Arabic;
2. Managing the complete executions of all protocol requirements of visits involving U.S and foreign dignitaries such as airport arrival, lodging, transportation, and gift exchange;
3. Maintaining the command library on social use, protocol, installation, social rosters, and restaurant information;
4. Directing the formulation of all the arrangements for command social events.

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

- 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.
- Applicant will be required to some physical exertion such as walking, standing, bending, climbing stairs, stooping and light carrying and lifting 20 pounds or less, carrying of gifts, beverages and refreshments etc.
- Incumbent may require to travel by plane and operation of motor vehicle.
- The incumbent will be required to speak and write Arabic and translate official document from Arabic to English and English to Arabic

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

No.	Documents	Non US Spouse & Family member of US military or US CIV Employee	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 Passport - Must be valid for at least 6 Months	✓	
4	Copy of SF-50		✓
5	Family Affiliation (Sample format available in Job Portal)	✓	✓
6	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓
7	Copy of PCS orders with dependents listed AND Dependent entry approval	✓	
8	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓	

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):

Military spouse preference and Family member preference applicants, 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.

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- 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@me.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.**

For further inquiries please call 1785-4763 or e-mail us at HROBahrain@me.navy.mil.

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

** Please note that HROBahrain@me.navy.mil is for **INQUIRIES ONLY**. Do **NOT** submit your resume to this e-mail. **

