

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

**ANNOUNCEMENT #:** NSA-25-005  
**POSITION:** FACILITY SERVICES ASSISTANT  
**PP-SERIES-GRADE:** BG-1603-08  
**MONTHLY SALARY RANGE:** BD701.333– BD981.333  
**LOCATION:** NAVFAC BAHRAIN

**OPENING DATE:** 23-JAN-2025  
**CLOSING DATE:** 02-FEB-2025  
**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](mailto: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**

The position is located at Public Works Department (PWD) Naval Support Activity Bahrain. The position is responsible for the management and control of all service requests and other facility related work executed by various business lines within PWD. The incumbent do reception, screening, processing and prioritization of all incoming service requests and inspection reports, using Single Platform Maximo (SPM). Reviews service requests for duplication, conflict with other work and for funding availability. Must assign appropriate priority level for each service call. Assign accounting General Ledger accounts (GLA) to emergency and service requests. Insure GL accounts are current, have adequate funding associated, and assigned correctly to all work orders when processed. Coordinates with the facility operations specialists, production controller and contractors to ensure understand the complexity of the service request. Provide information status for all emergency work to customers and branch supervisor. Strives to improve and refine procedures for executing and reporting services and insures customer requestors understand procedures and follows through with service requests to correct deficiencies. Responsible for issuing, logging and tracking keys used by various contractors and customers across the base. Prepares queries of work for Work Induction Board (WIB) to the Facility Operation Specialist for approval. Provides administrative support to the Branch as required. Performs other duties as assigned by supervisor.

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

**BASIC REQUIREMENTS:**

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

**SPECIALIZED EXPERIENCE:** One (1) year of specialized experience equivalent to at least BG-07 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 the below:

1. Analyzing work requests to induct customer work requirements; AND
2. Utilizing computer software applications to enter facility data and create presentations; AND
3. Interacting with customers to communicate the proper products and services.

**At the BG-08 level there is no education substitution for experience.**

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

- 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.
- BAHRAIN DRIVER'S LICENSE MUST BE VALID FOR AT LEAST 3 MONTHS AT THE TIME OF APPLICATION.
- Work in this position may involve some walking, standing, bending, or carrying of light items.
- The incumbent may be required to visit production and construction areas which involve moderate risks and discomfort and require occupational safety precautions including the use of personal protective equipment such as safety shoes, safety glasses and hard hats.



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## 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@me.navy.mil](mailto: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.

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@me.navy.mil](mailto:HROBahrain@me.navy.mil).

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

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