

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

ANNOUNCEMENT #: NSA-25-006
POSITION: MAINTENANCE PROGRAM COORDINATOR
PP-SERIES-GRADE: BG-1601-09/11
MONTHLY SALARY RANGE: BD821.333 – BD1,771.475
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://cnreuraftcent.cnrc.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 Public Works Business Line, Public Works Department (PWD) Bahrain, residing in the Facilities Management Division, Requirements Branch. Serves as Preventive Maintenance Program Coordinator for PWD Bahrain, overseeing the effective development and operation of the Proactive / Preventive Maintenance (PM) Program for all facilities and utilities within the PWD Bahrain Area of Responsibility (AOR). The PM program requires technical understanding of mechanical and electrical systems in order to formulate Reliability Centered Maintenance (RCM) strategies including Predictive Testing & Inspection (PT&I) maintenance protocols for these systems. The incumbent is responsible for management and efficient operation using all applicable IT systems. Incumbent evaluates Navy infrastructure throughout AOR and recommends methods to improve PM effectiveness by applying engineering solutions. Periodically, the incumbent will lead a team in conducting technical surveys in concert with the regional PM Coordinator. The incumbent responsible for the planning, developing program data plus inputting, designing, and managing of all new maintenance initiatives issued by the regional PM Coordinator for Preventive Maintenance and related programs. The incumbent assures necessary funds or authorities have been issued by clients and that appropriate General Ledger Accounts (GLA) are established, funded and associated to the correct equipment and client. The Preventive Maintenance Program Coordinator examines and investigates PM change requests, and recommends to the regional PM Coordinator whether or not to implement based on cost-benefit analysis and necessity. Formulates justifications in support of recommendations prior to submitting to the regional PM Coordinator. The incumbent is responsible for the review, coordination, planning, issuance, scheduling, execution and tracking of work requests/orders from start to completion. The incumbent also maintains and updates the recurring maintenance records and inventory of dynamic equipment for recurring PM work to be accomplished by the Production Division workforce. The incumbent visits job sites, and references various industry standards and codes to gain further information on scope of work to determine the exact requirements before submitting appropriate PM recommendations or providing technical guidance to the supported commands on the most efficient methods for accomplishing their work. Reviews costs associated with current year execution and burn rates and provides estimate reviews to assist the PWD with establishing fair and reasonable cost projections for future budgets. The incumbent assists the FMFS Product Line by providing detailed technical and performance requirements and specifications and develops cost estimates for Facility and Utility Service Contracts and task orders related to the PM portions of Base Operation and Service Contracts (BOSC). The Preventive Maintenance Program Coordinator provides continuing technical assistance during all phases of PM execution for in-house service providers. Provides information and performance data to management and clients on work status.

QUALIFICATIONS/EVALUATION REQUIREMENTS**BASIC REQUIREMENTS:**

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

BG-09

EDUCATION: One full year of graduate level education **Or** superior academic achievement.

OR

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 at least two out of the below four experience statements:**

1. Applying multiple trade disciplines (such as electricians, plumbers, carpenters) and maintenance techniques (such as electrical panel inspections, lift station and roof inspections) to manage a preventive maintenance program.
2. Managing work orders from start to completion to ensure maintenance records are updated and accurate.
3. Utilizing computer software applications to enter data and create presentations.
4. Coordinating work with other organizations and departments (such as fire, safety) as applicable, to ensure work is in compliance within regulations.

OR

COMBINATION OF EDUCATION AND SPECIALIZED EXPERIENCE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

BG-11

EDUCATION: Master's or equivalent graduate degree **Or** two full years of progressively higher level graduate education leading to such a degree **Or** LL.B. or J.D., if related.

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 two out of the below four experience statements:**

1. Evaluating facility infrastructure such as mechanical/ electrical systems and associated equipment and recommending methods to improve Preventive Maintenance effectiveness.
2. Conducting inspections to evaluate assets and ensure the accuracy of the records.
3. Reviewing current year execution estimate costs to assist with establishing reasonable cost for future budgets.
4. Developing recurring job plans to ensure complete the preventive maintenance in a timely manner.

OR

COMBINATION OF EDUCATION AND SPECIALIZED EXPERIENCE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

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.
- Position requires some physical exertion of work performed under field conditions requiring frequent field surveys ascending ladders to rooftops, trusses, and other semi-precarious positions with exposure to moving equipment, electrical currents, or noxious fumes. Minimal lifting of weighted material may be required.
- The incumbent may be required to use personal protective equipment such as safety glasses, hard hats, safety shoes, protective clothing, respirator, protective eyewear and earplugs.

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

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Fam ily Member Preference (FMP)	Current BG Emplo ees
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 (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	✓	✓

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.

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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

- 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.

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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. ****