

**U. S. DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE – BAHRAIN
VACANCY ANNOUNCEMENT
MERIT PROMOTION PROGRAM
(Revised: Closing date extended to 19/Jun/2024)**

ANNOUNCEMENT #: NSA-24-018
POSITION: MATERIAL HANDLER
PP-SERIES-GRADE: BG-6907-05
MONTHLY SALARY RANGE: BD418.889– BD568.889
LOCATION: MWR, NSA Bahrain

OPENING DATE: 02-JUN-2024
CLOSING DATE: 19-JUN-2024
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 40 HRS
VACANCIES: 01

WHO MAY APPLY: BAHRAINI CITIZENS; NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; ARAB NATIONALS; THIRD COUNTRY NATIONALS; 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://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@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 the Business Office Division, MWR at NSA Bahrain. Actual work area includes various warehouse spaces, MWR facilities, and other areas as assigned by supervisory staff. The purpose of this position is to perform combined material handling, forklift operations, and motor vehicle operations in support of logistics support of all MWR programs and activities. The incumbent in this position receives items at designated loading location, unloads items with the use of material handling equipment. Initiate documentation for data entry into the computerized supply system. Locate stock by comparing stock identification data on document against stock tag, bin or rack markings, or box markings. Assembles items into groups or segregates items for local issues routes items for further processing. Stores, stacks and palletizes items in consideration of size, quantity and shape. Notifies supervisor of any obvious deteriorating or damaged items, or need for relocating items, transfers stock to proper location and follows established procedures to establish new location when decision is obvious. Assist the MWR Warehouse Manager during monthly inventory by physically counting items as per the relevant unit of issue, entering data on a Portable Data Terminal (PDT) and downloading the same to a computer terminal. Responsible for delivery of material to DLA Disposition Services and Base Environmental Services for disposition. Operates a variety of motor vehicles, up to and including vehicles having gross weight over 10,000 and up to 26,000 pounds (e.g., flatbed truck, freezer/refrigerator truck, delivery type). Operates forklift, reaching tier capable of lifting 2000 to 10000 pounds and 168 inches high to move, load, transfer, stack/unstack and palletize various items from one location to another. Regulate forks and/or truck movement, exercising care to avoid overloading, improper stacking or movement of items. Maintain and monitors vehicles in a manner to meet standards required for use by MWR staff and for annual inspection by the transportation authority of the host government. Performs other related duties as assigned.

QUALIFICATIONS/EVALUATION REQUIREMENTS

BASIC REQUIREMENTS:

A specific length of training and experience is not required, but you must show evidence of training or experience sufficient scope and quality of your ability to do the work of this position. Evidence which demonstrates you possess the knowledge, skills, and ability to perform the duties of this position must be supported by detailed descriptions of such on your resume or OF-612. Applicants will be rated in accordance with the OPM Qualification Standard Handbook Federal Wage System Qualifications.

<https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-6700>

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Your resume must have demonstrate that you have performed the following duties:

1. Operating large motor vehicles, forklift and material handling equipment for delivering, stacking and palletizing items in a warehouse ; **AND**
 2. Performing stock verification against supply documents and reporting discrepancies; **AND**
 3. Utilizing automated Warehouse Inventory Management System; **AND**
 4. Performing minor maintenance of warehouse material handling equipment
- 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.**

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>

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 3 months at application receipt date.
- **Visa and CPR** must be valid for at least 3 months at application receipt date.
- Applicant requires to work on hard surfaces, standing, stooping, bending and working in tiring and uncomfortable positions.

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- Applicant requires to move or carry items weighing up to 40 pounds without assistance, and over 70 pounds with assistance from another worker or weight handling equipment.
- Incumbent is subject to possible injuries such as cuts, bruises and broken bones resulting from shifting loads, toppling stacks, falling objects or accidents with material handling equipment.
- The employee may be required to work irregular working hours.
- Must possess and maintain a **Bahrain Heavy Vehicle Driver's License**, VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE
- Must be able to obtain and maintain a **Forklift License** for up to 10K forklift within 90 days of employment.
- Applicants must be physically fit.
- Must obtain on base Motor operator's Identification Card.
- Must possess and maintain a valid **Bahrain Vehicle Driver's License**, VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.

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

No.	Documents	Non US Spouse & Family member of US military or US CIV Employee	Current BG Employees	Bahraini National	Other Nationals
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	✓			
11	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓			✓
12	Copy of Bahrain Vehicle Driver's license (Front & Back) - Must be valid for at least 3 Months	✓	✓	✓	✓
13	Copy of Bahrain Heavy Vehicle Driver's license (Front & Back) - Must be valid for at least 3 Months	✓	✓	✓	✓

U. S. DEPARTMENT OF THE NAVY**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.
- 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-24-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

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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. ****