

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

ANNOUNCEMENT #: NSA-25-001
POSITION: LEAD RECREATION SPECIALIST
PP-SERIES-GRADE: BG-0188-09
MONTHLY SALARY RANGE: BD684.444– BD967.778
LOCATION: MWR, NSA BAHRAIN

OPENING DATE: 08-JAN-2025
CLOSING DATE: 16-JAN-2025
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 40HRS
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://cnreurfcent.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 within the Community Recreation of Morale, Welfare and Recreation Department (MWR), Naval Support Activity (NSA) Bahrain. The incumbent is responsible for planning, developing, organizing, implementing and evaluating base-wide Tickets & Tours programs for military personnel and their dependents, retired military and Department of Defense (DOD) civilian employees. Tickets & Tours encompasses a comprehensive program of entertainment, tickets, tours and travel activities that promote a happy, healthy lifestyle and meet the individual needs and interests of the base population. Incumbent in this position acts as retail sales agent for selling and collecting payment for a variety of services related to tickets this includes local and international attractions (i.e. Disney World, Go City Passes, Universal Studios, Visit Bahrain tours, pearl snorkeling, and spa packages). Incumbent takes reservations for Green Spaces and Outdoor rental gear, takes payments for the Multi-Purpose room usage, Library late fees, and other administrative fees. Arranges for all supplies and equipment necessary to support the programs, to include purchase requests, marketing requests, maintenance requests, IT requests, fire and safety. Includes performing asset inventory annually. Prepares all local vendor ticket contracts and acts as local Contracting Officer’s Representative (COR) or alternate COR for MWR ticket agreement contracts. Prepares end of month documents for all contracted vendors and the Military Ticket Program (MTP). Ensures all documents are turned into the Business office in a timely manner for processing. Prepares Blanket Purchases Agreements (BPA) for purchases for vendors and ensures all documents are processed in a timely manner. Provides input to supervisor/division head on annual budget for Tickets & Tours and Outdoor Recreation Gear Issue. Responsible for ensuring all financial records are properly labeled and filed. Incumbent acts as liaison between vendors and customers, mitigates any scheduling issues or general issues. Serves as lead Recreation Specialist over lower-grade employees in the Tickets & Tours office and Outdoor Recreation Gear Issue office (to include appropriate and non-appropriated fund). Assigns work; provides assistance with customer-related issues, and provides input to supervisor/division head on staff performance and any staff issues. Ensures efficient daily operations of the offices/programs. Responsible for entering all pricing into POS (Point of Sales) system, this includes MWR activities, monthly trips, MWR classes, and pricing for local vendors. Drives MWR trips as needed

QUALIFICATIONS/EVALUATION REQUIREMENTS

BASIC REQUIREMENTS:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/recreation-specialist-series-0188/>

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

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

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BG-09: SPECIALIZED EXPERIENCE: One (1) year equivalent to at least BG-07 **And/ OR EDUCATION:** 1 full year of graduate level education or superior academic achievement.

Education: Major study -- general recreation, or one of the appropriate fields of recreation such as outdoor recreation; recreation and parks leadership; wild land recreation management; natural resources recreation; youth recreation; public, urban, or community recreation; special populations recreation (e.g., senior citizens, institutional, etc.); or physical education.

Specialized Experience:

Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) 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, including the below:

1. Utilizing MS Office applications, Point of Sale (POS) or similar system and Web Browsing to perform daily duties; AND
2. Performing vendor invoice and supporting documents verification for payment process; AND
3. Providing customer service verbally and in writing to a wide range of individuals.

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.
- VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
- Incumbent will be required to work a flexible schedule; including evenings, weekends, and holidays as needed, in conjunction with normal working days Sunday through Thursday.
- Must possess and maintain a valid Bahrain Driver's license.

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

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Family Member Preference (FMP)	Non US Spouse & Family Member of US Military or US CIV Employees	Current BG Employees	Bahraini National	Other Nationals	NSA Bahrain Sponsored Spouse & Family Members of 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 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 Residence 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	✓	✓	✓	✓	✓	✓

Please Note: NSA Bahrain sponsored spouse & family members of BG employees are now eligible to be considered for employment on NSA Bahrain.

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	; ; ; ;

- 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. **