

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

**ANNOUNCEMENT #:** NSA-25-002  
**POSITION:** PUBLIC AFFAIRS SPECIALIST  
**PP-SERIES-GRADE:** BG-1035-11  
**MONTHLY SALARY RANGE:** BD992.222– BD1,476.233  
**LOCATION:** Public Affairs Dept., NSA Bahrain

**OPENING DATE:** 13-JAN-2025  
**CLOSING DATE:** 30-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](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**

This position is located in the Public Affairs Office, NSA Bahrain. The primary purpose of the Public Affairs Specialist (PAS) is to establish, maintain, monitor, plan and implement a robust public affairs community relations (COMREL) and media engagement program to include establishing point of contact, generating written and visual information products that highlight and enhance the positive relationship that exists between Naval Support Activity (NSA) Bahrain and the host nation, and ensure maximum dissemination of these products via U.S. and Arabic-speaking social and traditional media channels. The program will grow and evolve under the supervision of the public affairs officer (PAO) through close coordination with NSA Bahrain department heads, tenant commands and U.S. Embassy representatives, as well as Bahrain’s royalty, government ministries, and local community. This position is also responsible for translating written and visual information products from English to Arabic and vice versa. Incumbent on this position must be fluent in reading, writing and speaking English and Arabic. The incumbent must be able to move about the country freely and independently, and must possess and maintain a valid driver’s license and personal vehicle. Experience in community relations, public affairs and media operations is required as well as a high-level of proficiency in the Microsoft Office and Adobe Creative suites. Incumbent serves as the Public Affairs Specialist (PAS) for NSA Bahrain. They are directly responsible for the success of the COMREL program, which includes identifying, planning and executing impactful COMREL events for the installation and engaging, coordinating and collaborating with host nation personnel and media. The PAS reports directly to the NSA Bahrain Public Affairs Officer (PAO) and works closely with the deputy PAO (DPAO), protocol officer, host nation advisor (HNA) and department heads to communicate commanding officer (CO) objectives, priorities and messages to the local community. This open and transparent communication is critical to the enhancement of the positive and enduring relationship between the installation and the Kingdom of Bahrain. Major responsibilities include: Coordinate, plan and execute installation tours for visiting host nation personnel and media to include base access, transportation and credentialing in coordination with the NSA Bahrain protocol officer, public works and security departments; Provide counsel to NSA Bahrain PAO and command triad regarding local and regional trends and public opinions on topics involving U.S. and host nation relations; Provide written translation and briefings of major items of interest from Arabic-speaking media channels to the NSA Bahrain PAO and command staff; Maintain thorough knowledge of host national print, broadcast and social media outlets; Establish and maintain positive working relationships with local, regional, national and international media organizations and individuals of influence in military, government and civilian sectors; Monitor Arabic-speaking media channels for topics involving U.S. and host nation relations and provide briefs on points of interest to NSA Bahrain PAO and command triad; Identify, plan and execute media engagements on the installation that highlight NSA Bahrain personnel and the longstanding partnership between the base and the Kingdom of Bahrain; Ensure dissemination of traditional and social media products in Arabic and English to local and regional outlets as directed by the PAO

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

**BASIC REQUIREMENTS:**

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1000/public-affairs-series-1035/>

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

**BG-11:**

**EDUCATION:** Master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education leading to such a degree OR LL.B or J.D., if related.

**And/OR**

**SPECIALIZED EXPERIENCE:** One (1) year specialized experience equivalent to at least BG-09 level.

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 in the normal line of progression for the occupation in the organization, including the below:

- 1) Developing and executing a community relations plan to enhances the relationship between foreign organization and the host nation; AND
- 2) Developing and executing a social media strategy that targets and fosters engagement with the community; AND
- 3) Establishing and maintaining positive working relationships with varied levels of media organizations such as, local, regional, national and international in order to increase public awareness and support of the organization; AND
- 4) Providing counsel to an organization or staff regarding local to socialize regional trends and public opinions on topics involving the host nation and other country relations; AND
- 5) Translating press releases from English to Arabic and Arabic to English for public dissemination such as, Arabic news of interest to English.

**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.

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- 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.
- Incumbent on this position must be able to read, write and speak English and Arabic fluently.
- Must be able to translate (orally and in writing) from Arabic to English and English to Arabic.
- A valid Bahrain Driver’s license must be obtained within ninety (90) days of employment and maintained.

**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 ( <b>ABSOLUTELY NO PHOTOS/PICTURES</b> ). <b>One resume per application ONLY</b>	✓	✓	✓	✓	✓	✓
2	Transcripts ( <b>if qualifying on basis of education</b> ) <b>Transcripts must be translated to English to be considered.</b>	✓	✓	✓	✓	✓	✓
3	Copy of CPR ( <b>Front &amp; Back</b> ) - 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 <b>AND</b> Dependent entry approval	✓					
10	Copy of Visa (Multiple entry/Re-entry), <b>AND</b> Dependent entry approval		✓				
11	Copy of Residence Permit (Endorsement Residence)						✓
12	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.					✓	

**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):**

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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.

### 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).

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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. \*\*