

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

ANNOUNCEMENT #: NSA-24-025

POSITION: Performance Assessment Representative (Utility System)

PP-SERIES-GRADE: BG-1101-07/09/11

MONTHLY SALARY RANGE: BD622.667– BD1,771.475

LOCATION: PWD, NAVFAC - ISA AIR BASE BAHRAIN

OPENING DATE: 01-JUL-2024

CLOSING DATE: 09-JUL-2024

APPOINTMENT TYPE: FULL TIME / PERM

HOUR OF DUTY: 48 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://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
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 at Public Works Department Bahrain. The incumbent of this position will serve as a Performance Assessment Representative for construction, facility support and small purchase contracts. Implements partnering principles to ensure success of NAVFAC contracts. Facilitates effective relationships and processes between contractors, clients and government team members. Applies knowledge of the safety requirements for Construction and Facility Service Operations to ensure appropriate safe practices are planned and carried-out. Prepares and effectively implements Performance Assessment Plans and Functional Assessment Plans. Establishes performance inspection schedules based on review of contract clauses and conditions, contractor work schedule, nature of the work to be performed, review of drawings/blueprints and specifications, and determination of critical inspection point involved. Conducts periodic Performance Assessment meetings with the contractor and other meetings as necessary. Prepares Surveillance Reports documenting the contractor's compliance with the requirements of the contract. Performance Assessment of Hazardous Waste Operations and Environmental Projects. Prepares contractor performance evaluations for the Navy's Contractor Performance Assessment Reporting System (CPARS) based on the specified dollar thresholds and frequency. Effectively applies good customer service principals and techniques. Monthly analysis of contractor's compliance with requirements of the contract. Reviews and verifies that submittals comply with the requirements of the contract. Maintain a project file for each assigned contract. Applies knowledge of traditional Facility Support Contract (FSC) Performance Assessment methods, techniques and procedures and stays abreast of new methods. Develops and implements new FSC Performance Assessment methods and procedures for unique applications where there are none established. Employs Construction and Facility Service cost estimating techniques to develop fair and reasonable construction and service cost estimates. Develops Performance Work Statements (PWS) that adhere to performance based service acquisition policy using appropriate NAVFAC Templates. Acts as the Government Representative on matters related to the Government Furnished Equipment (GFE) and Government Furnished Material (GFM). Acts as the Subject Matter Expert (SME) for the Utility Systems (to include Electrical Distribution, emergency power including associated controls and equipment, Water treatment and distribution, Wastewater collection and Chill Water production/distribution systems) for PWD Bahrain.

QUALIFICATIONS/EVALUATION REQUIREMENTS

BASIC REQUIREMENTS:

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

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

BG-07: GENERAL EXPERIENCE: 3 years, 1 year of which was equivalent to at least BG-06 **And/ OR Education:** 4-year course of study leading to a bachelor's degree.

General Experience: general experience is 3 years of progressively responsible experience, 1 year of which was equivalent to at least BG-6 that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

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

Specialized Experience: 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 three out of the below four statements:**

1. Performing quality inspections such as documenting compliance/non-compliance of services, maintenance or construction contract requirements;
2. Completing scope of work and cost estimate for projects;
3. Organizing and conducting periodic meetings;
4. Conducting safety standard inspections and ensuring requirements are met.

BG-11: SPECIALIZED EXPERIENCE: One (1) year equivalent to at least BG-09 level. **And/ OR Education:** master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree LL.B. or J.D., if related.

Specialized Experience: 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 three out of the below five statements:**

1. Conducting performance assessment or quality inspections such as documenting compliance/non-compliance of maintenance, construction or service contract requirements;
2. Providing expertise and feedback on utility systems such as electrical distribution, water distribution or wastewater systems and/or equipment and facilities;
3. Completing scope of work and cost estimates;
4. Performing periodic inventory checks on utility systems and other equipment to update and maintain the data;
5. Inspecting safety standards for minor construction, maintenance or service contracts, to ensure safety requirements are met and document.

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.

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- 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.
- Must possess and maintain a Bahrain Driver's License. MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE
- Work requires extended periods of walking; kneeling, crouching, stooping, and climbing ladders while inspecting building, equipment, and grounds.
- Incumbent will be required as necessary to wear protective clothing or gear such as masks, gowns, coats, boots, hardhats, steel toe shoes, goggles, gloves, or shields.
- The incumbent may be required to Lift and carry tools, equipment and parts that weight from 9 kilograms (20 'pounds), up to 18 kilograms (40 pounds).
- Incumbent may be exposed to the possibility of injury from falling, electric shock, burns, and rotary devices such as electrical motors.
- Incumbent is exposed to temperature extremes, dust, dirt, poor ventilation and dampness when inspecting grounds, expose areas, piers and void spaces under buildings.
- The incumbent may be required to make repairs and installations in bad weather in area that are noisy, dirty, dusty, and greasy; on scaffolding or cranes at heights of 9 meters (30 feet) or more; and in close- quarters such as manholes, attics, or crawl spaces.
- Incumbent must be able to obtain and hold a high voltage license from the Bahrain Electrical Directorate Department within three (3) years of employment

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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	✓	✓	✓	✓
2	Transcripts (if qualifying on basis of education) Transcripts must be translated to English to be	✓	✓	✓	✓
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	✓	✓	✓	✓

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.

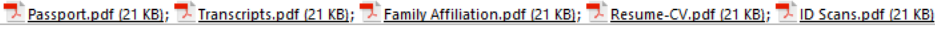
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- **Transcripts must be translated to English to be considered.** Education documents obtained outside of Bahrain, with the exception of the United States, **MUST** be evaluated by an appropriate organization that specializes in interpretation of foreign 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. **