

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

**ANNOUNCEMENT #:** NSA-24-053  
**POSITION:** RECREATION ASSISTANT  
**PP-SERIES-GRADE:** BG-0189-06  
**MONTHLY SALARY RANGE:** BD466.667– BD633.333  
**LOCATION:** MWR, NSA BAHRAIN

**OPENING DATE:** 26-NOV-2024  
**CLOSING DATE:** 04-DEC-2024  
**APPOINTMENT TYPE:** FULL TIME / PERM  
**HOUR OF DUTY:** 40HRS  
**VACANCIES:** 02

**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](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 Morale, Welfare and Recreation Department. This position serves as the Fitness Instructor/Trainer within the Sports and Fitness Division of the Morale, Welfare and Recreation Department, Naval Support Activity Bahrain. Through the oversight of the Fitness Coordinator, incumbent helps to plan, organize and conduct physical fitness programs that provide aerobic and anaerobic conditioning activities/events for authorized patrons. Incumbent instructs individuals, groups and commands in the proper implementation and maintenance of conditioning and training for aerobic/anaerobic fitness, muscular strength conditioning, body composition and flexibility training; as directed by the Sports and Fitness Coordinator provides general fitness training programs to command fitness leaders as required. Individual conducts micro-fit testing which includes but not limited to: aerobic capacities, body fat percentages, recommended height/weight ratios, strength and flexibility, muscular endurance and blood pressure, works with the Sports and Fitness Coordinator in developing and implementing fitness programs for authorized patrons and special needs such as body fat reduction, diabetes testing and related life-health improvements. Incumbent promotes and coordinates maximum fitness opportunities based on Navy guidelines designed to maintain and enhance readiness, follows established safe procedures for implementing a full range of fitness programs and services; is responsible for helping the Sports and Fitness coordinator to determine patron interests, evaluate branch level programs, analyze participation, develop survey needs assessments, and other related demographic data and feedback from users.

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

**BASIC REQUIREMENTS:**

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/recreation-aid-and-assistant-series-0189/>

<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.

**BG-06: GENERAL EXPERIENCE:** Six (6) months of General experience and **SPECIALIZED EXPERIENCE:** Six (6) months of Specialized experience **And/ OR Education:** 2 year above high school with course (s) related to the occupation, if required.

**General Experience:**

(1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

**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. Providing sports and or fitness related training guidance to customers in a fitness center; **AND**
2. Utilizing computer applications such as MS Word, Excel, Outlook to complete administrative tasks; **AND**
3. Performing quality check on fitness/sports equipment to maintain operational readiness and safe usage.

**OR**

**Education:** Successful completion of 2 years of study that included at least 12 semester hours in courses related to recreation (e.g., basic psychology, group dynamics, physical education, arts and crafts, etc.).

**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.

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- Work includes lifting, pushing, constructing and lifting heavy and bulky items. A considerable amount of standing is involved with this job. Must be able to perform duties of moderate physical exertion that requires bending, lifting, operating and repairing various types of equipment.
- 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. .

**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 (if qualifying on basis of education) <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 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.

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### 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.

### 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.

The screenshot shows an email composition interface. The 'To...' field contains 'Application Bahrain;'. The 'Cc...' field is empty. The 'Subject' field contains 'NSA-20-XXX'. The 'Attached' section lists five PDF files: 'Passport.pdf (21 KB)', 'Transcripts.pdf (21 KB)', 'Family Affiliation.pdf (21 KB)', 'Resume-CV.pdf (21 KB)', and 'ID Scans.pdf (21 KB)'. A 'Send' button is visible on the left side of the interface.

- 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](mailto:HROBahrain@me.navy.mil).

**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. \*\***