

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

ANNOUNCEMENT #: NSA-24-026
POSITION: Supervisory Traffic Management Specialist
PP-SERIES-GRADE: BG-2130-11
MONTHLY SALARY RANGE: BD1,190.668– BD1,771.475
LOCATION: CTF53, NAVCENT BAHRAIN

OPENING DATE: 01-JUL-2024
CLOSING DATE: 07-JUL-2024
APPOINTMENT TYPE: FULL TIME / PERM
HOUR OF DUTY: 48 HRS
VACANCIES: 01

WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES OF CTF53 ONLY.

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.cnnc.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 U.S. Navy operated AMC Cargo Terminal located at the Bahrain International Airport, Muharraq, Bahrain. The primary purpose of this position is to oversee daily air cargo operations and the personnel engaged in cargo handling at the Air Cargo Terminal. Serves as quality control for shipments offered for air transportation through DOD and local Navy transportation channels to ensure receipt, processing, and documentation is in accordance with guidelines established by the Defense Transportation Regulation (DTR) and AMC 24-101. Serve as safety observer for all cargo-handling operations, to include the preparation handling and marking of hazardous materials in accordance with DOD and International Air Transportation Association (IATA) guidelines. Corrects identified deficiencies through individualized and group training methods. Monitors first-line BG leads in their ability to direct and control general cargo handling processes for accuracy, completeness and safety, including inventory processes, pallet build-up, receiving of cargo, packaging of cargo, marking and labeling of all cargo. Ensures first line BG Leads have at their disposal all technical tools, publications and equipment required for safe and efficient operations. Organizes, coordinates, and directs the activities of work center personnel. Review flight schedule and customer requirements to determine workload and staffing requirements. Analyzes data in the areas of staffing, training, cargo processing and handling procedures. Conducts internal audits and implements management driven local policies to prevent fraud, waste, pilferage or mismanagement of government resources and customer cargo. Is accountable for optimum management and protection of resources required to achieve organizational objectives. Promotes and ensures employee health and safety programs comply with local directives and are effectively managed. Provides inputs for and assists with personnel related matters of subordinates concerning leave, performance standards and appraisals, disciplinary and commendatory actions, promotions, transfers, grievance procedures, shift/work assignments, scheduling of overtime, and timekeeping records and verification. Part of the process team making attainment/retention or dismissal recommendations. Identifies orientation, training and qualification for new employees. Establishes a plan of progression, ensuring first-line leaders follow established guidelines for new employee progression. Evaluates training progress and determines qualification levels in basic air cargo skills, specialized vehicle operations and occupational health and safety matters. Perform other duties as assigned.

QUALIFICATIONS/EVALUATION REQUIREMENTS

BASIC REQUIREMENTS:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2100/traffic-management-series-2130/>

<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.

Traffic Management series 2130 has individual occupational requirements:

Education:

Graduate Education: Major study -- accounting, business administration, business or commercial law, commerce, economics, engineering, finance, industrial management, statistics, traffic management, transportation, motor mechanics, or other fields related to the position.

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.

Or

Specialized Experience:

BG-11: SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-09 level.

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 the below:**

1. Managing employees to include duties such as developing work schedules, managing appraisals to employees in order to maintain a proper workplace environment;
2. Planning, organizing and directing cargo movement and activities to ensure on-time delivery to customers;
3. Conducting internal cargo and equipment audits to prevent fraud, waste and pilferage of organizational assets and stored cargo;
4. Utilizing workplace Safety policy and practices to ensure full compliance with mandatory workplace Safety and Labor requirements;
5. Developing employee training plan, to include duties such as determining basic cargo skills qualification level, and verifying specialized vehicle training to ensure all assigned personnel are properly trained.

Or

Certificate:

Possession of a certificate as Certified Member, American Society of Transportation and Logistics meets the requirements for GS-5. Persons with such certificates may also qualify for higher grade levels based on their education and/or experience.

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.**

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- 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.
- Must possess and maintain a Bahrain Driver’s License. MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
- Work requires standing and walking.
- Incumbent subject to long-term exposures to elements and area hazards. Wearing of safety shoes is a necessity.
- Incumbent must possess and obtain certification to accept, inspect and certify hazardous materials for air transportation in accordance with NAVSUPPUB 505 and IATA guidelines within one year of employment.

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

No.	Documents	Non US Spouse & Family member of US military or US CIV Employee	Current BG Employees
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 Passport - Must be valid for at least 6 Months	✓	
4	Copy of SF-50		✓
5	Family Affiliation (Sample format available in Job Portal)	✓	✓
6	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓
7	Copy of PCS orders with dependents listed AND Dependent entry approval	✓	
8	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓	
9	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.
- **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	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.

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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. ****