

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
OVERSEAS PROGRAM CENTER EUROPE, AFRICA, CENTRAL
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION**



Announcement No.	38736-103808-KS-RO
Position Title	Senior Performance Assessment Representative, RW-1101-06
Salary Range	(3704-5000 lei/month) gross (minimum)
Closing Date	24-DEC-2021
Work Schedule	Full-Time Permanent
Job Location	Naval Facilities Engineering Command (NAVFAC), Public Works Department (PWD), Facilities Support Contracts (FSC), FEAD (Facilities, Engineering, and Acquisition Department), Deveselu, Romania

Notes

Formular de candidatura pentru candidati externi:
https://www.cnrc.navy.mil/regions/cnreura/cent/installations/nsf_deveselu/about/LocalNationalVacancies.html
Aplicantii care nu au raspuns integral la toate intrebarile nu vor fi luati in considerare. Raspunsurile trebuie tehnoredactate sau scrise cu majuscule. Pentru posturile administrative sau manageriale aplicatia trebuie completata in limba engleza.
 APPLICATIONS NOT IN ACCORDANCE WITH BELOW INSTRUCTIONS WILL NOT BE TAKEN INTO CONSIDERATION:
 1. SPECIFY THE VACANCY ANNOUNCEMENT NUMBER AND THE POSITION TITLE BOTH ON THE FORM AND ON THE SUBJECT LINE OF THE EMAIL MESSAGE;
 2. THE SUBJECT LINE OF THE E-MAIL MUST CONTAIN THE LAST AND FIRST NAME OF THE APPLICANT AND THE VACANCY ANNOUNCEMENT AND TITLE (E.G. 3049B-123456-EI, Office Automation Clerk)
 3. PROVIDE A CLEAR AND DETAILED DESCRIPTION OF YOUR EDUCATION;
 4. LIST ALL PREVIOUS WORK EXPERIENCES AND PROVIDE A DETAILED DESCRIPTION OF DUTIES ASSIGNED;
 5. COPY OF YOUR DRIVER'S LICENSE AND ROMANIAN ID CARD MUST BE ENCLOSED;
 6. DOMICILE ADDRESS MUST BE INDICATED IF DIFFERENT FROM RESIDENCY ADDRESS;
 7. APPLICATION MUST BE COMPLETED IN ENGLISH;
 8. SELECTEE WILL BE REQUIRED TO FAVOURABLY PASS A PRE-EMPLOYMENT MEDICAL SUITABILITY DETERMINATION AS A CONDITION OF EMPLOYMENT.
 9. APPLICATION FORMS MUST BE SENT TO THE FOLLOWING EMAIL ADDRESS NOT LATER THAN THE ANNOUNCEMENT CLOSING DATE, IN A WORD OR A PDF FORMAT, IN A SINGLE FILE (not as single pages):
HRO_NAPLES-LN_JOBS@eu.navy.mil. For further information, please call COMMERCIAL (Italy) +39-081-568-5138 or 5769.

Who May Apply
 Applications will be accepted from EXTERNAL Local National applicants.

Description of Duties

The incumbent of this position will serve as a Senior Performance Assessment Representative (SPAR) performing a wide range of duties required to assure contractors comply with contractual requirements. Monitors the contractor's technical compliance and progress relative to assigned contracts/orders, and avoids constructive changes or unauthorized commitments to the contract. Develops, implements, and manages the performance assessment program for PWD Deveselu's facilities support contracts. Reviews records and reports prepared and maintained by individual PARs for accuracy, timeliness, completeness, and compliance with the NAVFAC Performance Assessment User's Guide and applicable Business Management (BMS) system guidance. Reviews plans to ensure that the respective contractor's performance is effectively monitored while also modifying plans as required. Serves as a standing member of the official Performance Assessment Board (PAB) and may be assigned as PAB Chairperson by his/her supervisor. Serves as the primary focal point for analysis and evaluation of performance and quality aspects of facilities support contracts. Serves as the assessing official for the Contractor Performance Assessment Reporting System (CPARS), which is a Department of Defense (DoD) web-enabled software application used to collect and manage assessment of contractors' performance on identified contracts over specific periods of performance. Develops independent government estimates (IGE)s, broken out by specific Contract Line Item (CLIN), Sub-CLIN, Annex, Specification Item, and/or Labor Classification. Assists in planning and conducting pre-award and post-award conferences to ensure contractors fully understand and comply with all contractual requirements. The incumbent may serve as the Contracting Officer's Representative (COR) in order to represent the Contracting Officer and to ensure proper execution of the contract. Notifies the Contracting Officer and COR Supervisor immediately of any significant event or deficiency associated with contract/order performance.

Qualification Requirements

All eligibility and qualifications must be met by the closing date of this announcement. Please visit <http://www.opm.gov/qualifications/standards/indexes/num-ndx.asp>

EXPERIENCE: One (1) year of specialized experience equivalent to the RW-05 grade level or equivalent experience in the private or public sector 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.

NOTE: In addition to the specialized experience, applicants must meet the following conditions:
 1. Excellent knowledge and fluency in both the English oral and written.
 2. Must be skilled in using standard office and engineering software/technology, to include Microsoft Office (Word, Excel, Power Point, and Outlook) Adobe Acrobat.

HOW YOU WILL BE EVALUATED: In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the position. You will be rated based on the experience and education described on your application form.

Application Status
 Status updates will be provided by position at the following website:
https://www.cnrc.navy.mil/regions/cnreura/cent/installations/nsf_deveselu/about/LocalNationalVacancies.html

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER