

**DEPARTMENT OF NAVY
MERIT PROMOTION PROGRAM - VACANCY ANNOUNCEMENT
HUMAN RESOURCES OFFICE – CNREURAFSWA NSA BAHRAIN
PSC 451 BOX 270
FPO AE 09834-0270**

Resumes/CVs not received by the closing date will NOT receive consideration.

PHOTOS ARE ALLOWED ON CV!

FAILURE TO FOLLOW ALL INSTRUCTIONS WILL RESULT IN NON-CONSIDERTION OF YOUR APPLICATION.

ANNOUNCEMENT #: NSA-12-034

POSITION: ARABIC TEACHER

PP-SERIES-GRADE: TP-1701-07

MONTHLY SALARY RANGE: BD926.000 –1331.000

APPOINTMENT TYPE: FULL TIME / PERM LOCATION: DoDDS Bahrain School, Bahrain

OPENING DATE: 18 -APR-2012

CLOSING DATE: OPEN UNTIL FILLED

VACANCY: 1

ABOUT THE JOB

The incumbent based on knowledge of the subject matter, associated skills, and experience in teaching the grade level(s) and/or specialization assigned the Teacher plan, develops and organizes long-range lessons plans and daily class work to ensure in-depth learning within the timeframe allotted to meet the course/curriculum content standards. Selects, adapts, or modifies teaching methods or materials that experience indicates will be most effective in teaching the assigned grade level(s) and subject matter. Possess a repertoire of strategies to accommodate the differentiated needs of learners; improves the quality of instruction based on subject matter taught. Supports, counsels and motivates students to meet or exceed grade level standards; draws on personal knowledge of the individual student's personality, background, and interest when discussing learning issues, achievements, conduct in class, or any issues for which the student may seek the Teacher's advice. Adheres to and, when applicable, implements safety and security procedures; contributes to creating a school climate conducive to learning, achievement, and citizenship; participates in professional development opportunities, as appropriate.

WHO MAY APPLY

BAHRAINI CITIZENS

NON-U.S. CITIZEN Spouses

ARAB NATIONALS

THIRD COUNTRY NATIONALS (TCN)

CURRENT BG EMPLOYEES

QUALIFICATIONS/EVALUATION REQUIREMENTS

- 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. OPM Qualification Standard Guide for this position: <http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>
- 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, as well as the start and ending dates of employment your application will not be referred for consideration.
- Candidates are encouraged to ensure work experiences clearly show possession of knowledge of the subject matter pertinent to the position, the technical skills to successfully perform the duties of the position, and the 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 will be requested at the time of Job Offer.

REQUIRED DOCUMENTS

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| Resume or CV | Copy of Bahrain Driver's License |
| Copy of SF-50 (Internal Applicants) | Family Affiliations |
| Copy of CPR (Front and Back) | Copy of Passport & Residence Permit |
| Copy of Spouse's PCS order/Dependent entry approval for Non-U.S. Citizen Spouses | Personal Data Collection Sheet |

HOW TO APPLY

- All documents must be legible.
- The announcement number must be at the top of the first page of your resume/CV.
- **No photos are permitted on resumes. Your package will not be reviewed.**
- You may submit training certificates, letters of appreciation, experience certificates and any documents not listed on this announcement.
- Please provide information regarding any relatives currently employed by the U.S. Navy in Bahrain. Failure to disclose all family affiliation may result in termination of employment.
 - Full name of relative (as reflected on CPR Card), CPR Number, 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. Exception: Bahraini applicants will be contacted once to request the missing documents and will be given an opportunity to meet the requirement. This exception applies to Bahraini applicants only. All other applicants must provide all required documents by the closing date.
- Applications mailed in an official government envelope will not be considered.
- The Personal Data Collection Sheet must include: a)Your blood type, b)weight (pounds), c)height (inches), d) family/maiden name, e) eye color, f) hair color, g) father's full name, h) mother's maiden name, i) paternal grandfather's name, j)maternal grandfather's name, k)marital status, l) age, m)religion, and n)telephone number, o)present address.

WHERE TO APPLY

External applicants (non-BG employees) applying for jobs must send their application package documents by "registered mail" through the **Kingdom of Bahrain's Postal Service** to: **Bahrain School, ATTN: Lynn Seitz, Area 342 Road 4225, Juffair, Bahrain**. Only one application package will be accepted per registered mail envelope.

SPONSORSHIP

Initial employment will provide for sponsorship of selectee only. Sponsorship of family members will be considered only after six months of satisfactory employment presuming employee meets the criteria set by Commander, Naval Support Activity.

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. Management may fill vacancies by methods other than merit staffing procedures. 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.