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

Resumes/CVs not received by the closing date will NOT receive consideration.
FAILURE TO FOLLOW ALL INSTRUCTIONS WILL RESULT IN NON-CONSIDERATION OF YOUR APPLICATION.

ANNOUNCEMENT #: NSA- 12-099
POSITION: Transportation Assistant (Passenger)
PP-SERIES-GRADE: BG-2102-07/08/09
MONTHLY SALARY RANGE: BD450.000 – BD997.200
LOCATION: PSD, NSA BAHRAIN

OPENING DATE: 22-OCT-2012
CLOSING DATE: 11-NOV-2012
VACANCY: 1
APPOINTMENT TYPE: FULL TIME / PERM

WHO MAY APPLY: BAHRAINI CITIZENS; NON-U.S. CITIZEN SPOUSES; ARAB NATIONALS; THIRD COUNTRY NATIONALS; AND CURRENT BG EMPLOYEES

ABOUT THE JOB

This position is located at the Navy Passenger Transportation Office, NSA Bahrain. The incumbent serves as Transportation Clerk performing duties for both military and civilian members of the Naval Support Activity Bahrain, COMUSNAVCENT/CMEF, Bahrain, DODDS School and units deployed in Region. Receives oral and written transportation requests for NSA and deployed units throughout the Region. Makes necessary travel reservations, flight confirmations and advises requesting office of travel itinerary. Frequently traveled destinations include locations throughout the Middle East and selected locations in United States. Engaged in arranging transportation for, or perform other task in connection to movement of passengers by government or commercial means.

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-cler.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.
- It is HIGHLY recommended applicants take advantage of the CV Format provided at: http://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp_a282304.pdf.

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.
- VISA, PASSPORT, AND CPR MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.

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REQUIRED DOCUMENTS

Resume or CV (ABSOLUTELY NO PHOTOS/PICTURES)
Copy of SF-50 (Internal Applicants)
Copy of CPR (Front and Back)
Copy of Spouse's PCS order/Dependent entry approval for Non-U.S. Citizen Spouses
Family Affiliations
Copy of Passport & Residence Permit
Personal Data Collection Sheet

HOW TO APPLY

- All documents must be legible. No photos/pictures are permitted on resumes.
- The announcement number must be at the top of the first page of your resume/CV.
- Do not 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.
- 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 application packages by **registered mail** (1 per envelope) through the **Kingdom of Bahrain's Postal Service** to:

Naval Support Activity Bahrain, Human Resources Office P.O. Box 116, Manama, Bahrain

Applications mailed in an official government envelope will not be considered.

Internal applicants (current BG employees) and Non-U.S. citizen spouse may submit their application packages directly to HRO Bahrain. However, these packages must be complete at the time of submission. Failure to submit all required documents will result in the application not receiving further consideration.

SPONSORSHIP

Initial employment provides for the sponsorship of the selectee only. Family sponsorship will be considered after the completion of six months of employment at the discretion of the Commander, Naval Support Activity.

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 more information on the application process please visit our website:
http://auth.cnic.navy.mil/Bahrain/About/Jobs/index.htm