


**DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT
HUMAN RESOURCES OFFICE, NAPLES, ITALY
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION**

	Announcement No.	70294-995618-AT
	Position Title	IT SPECIALIST (CUSTSPT), UA-2210-02
	Salary Range	Euro 2,604.46 – E 2,901.84 per month plus applicable allowances
	Closing Date	30-July-2021
	Work Schedule	Full-Time Permanent
	Job Location	Naval Computer and Telecommunications Station (NCTS), Capodichino, Naples, Italy
	Notes	<p>The application form has been revised as of 11 February 2021, and any prior version will not be considered. Candidates must electronically submit a revised application form via e-mail to: HRO_NAPLES-N_JOBS@eu.navy.mil.</p> <ol style="list-style-type: none"> 1. Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application. 2. In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk). 3. Selectee may be required to favorably pass a pre-employment medical suitability examination as a condition of employment. 4. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in ENGLISH. 5. The applicant must possess a class “B” driver’s license. <u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u> 6. The work requires some physical exertion such as periods of standing, walking, stooping, reaching and lifting of moderate heavy items in conjunction with travel to and attendance at meetings and conferences away from work site.
Who May Apply	Current permanent and temporary local national employees of Naval Computer Telecommunications Station (NCTS) – UIC 70294.	
Description of Duties	<p>The incumbent serves as an IT Specialist Project Manager in the Naples area, but the Area of responsibility is spread out over sites at Capodichino, Gricignano, Lago Patria, Gaeta and Latina. With remote locations in Rota, Souda Bay, Sigonella, Romania and other One-Net customers. Primary responsibilities of the position involves building business cases to help internal and external customers in the accomplishment of acquiring needed changes, including participation in process documentation, and project guidance. Works with proponent and sponsor to develop business cases that present the proposals costs and benefits to the Information Technology Director or their representative (N6). The incumbent is also responsible for Project Planning and Implementation: based on the approved business case, prepares, implements, monitors, and updates the project plan. Coordinates with the system owners and IT Director to assure consistency with the approved plan. Oversees the design, construction testing, and implementation of the system. Coordinates with management to ensure actions and consistent with plan milestones and briefs all changes when required. Develops and implements with site managers and on site personnel for security, testing, implementation, training, and other plans as part of the project plan. Determines appropriate products or services with customers to define project scope, requirements, and deliverables to include but not limited to: develops, modifies, or provides input to project plans. Implements project plans to meet objectives, coordinates and integrates project activities, manages, leads, or administers project resources. Ensures that the functional and data requirements meet users’ needs and are consistent with the objectives and scope of the approved business case. Establishes leads, directs, and coordinates the project team to accomplish project tasks and objectives. This includes setting goals, monitoring performance, and taking corrective actions. Serves as the primary project representative to other offices and organizations, senior management, and other interested parties.</p>	

<p>Qualification Requirements</p>	<p>All eligibility and qualifications must be met by the closing date of this announcement. Please visit https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2200/information-technology-it-management-series-2210-alternative-b/</p> <p><u>SPECIALIZED EXPERIENCE:</u> One (1) year of specialized experience equivalent to the Ua-03 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. Examples of qualifying specialized experience include:</p> <ul style="list-style-type: none"> • Attention to Detail - Is thorough when performing work and conscientious about attending to detail. • Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services. • Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately. • Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations. <p style="text-align: center;">OR</p> <p><u>EDUCATION SUBSTITUTION FOR EXPERIENCE:</u> Laurea Magistrale” or “Laurea Specialistica” or “Diploma di Laurea” or equivalent. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.</p> <p><u>To receive credit, you must fill out the required fields on the “Employment Application” form.</u></p> <p><u>HOW YOU WILL BE EVALUATED:</u> 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.</p>
<p>Application Status</p>	<p>Status updates will be provided by position at the following website: https://www.cnlic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html</p>
<p>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</p>	

INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)

SUBMISSION OF EMPLOYMENT APPLICATION

Application **MAY ONLY BE SUBMITTED VIA E MAIL**. HRO will NOT accept ‘hard copy’ applications. Submit your application to: HRO_NAPLES-LN_JOBS@eu.navy.mil.

In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from: https://www.cnic.navy.mil/regions/cnreura/cfcent/about/job_openings/LocalNationalVacancies.html

The new application form may be downloaded from: https://www.cnic.navy.mil/regions/cnreura/cfcent/about/job_openings/LocalNationalVacancies.html

Applications for white-collar positions (Ua) must be completed in English.

Applications for blue-collar positions (Uc) may be completed in Italian or English.

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED “NOT QUALIFIED” BY HRO:

- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- Utilize the last version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Application must be completed in its entirety answering ALL questions;
- Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
- **Do not send Postal Electronically Certified (PEC) emails;**
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information submitted;
- Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.
- **The candidate’s signature is NOT required on page 9 of the application form, however candidate must enter his/her LAST, FIRST name and DATE.**

WHO MAY APPLY (AREA OF CONSIDERATION)

- Citizens of a member state of the European Union.
- **Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.** Only candidates specified in the “Who May Apply” section of the vacancy announcement may receive consideration.

QUALIFICATION REQUIREMENTS

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, e.g. expiration dates as applicable, are reported in the appropriate block on the application form.

Work experience: Candidates must describe in **detail**, in their own words, any work experience related to the job vacancy and must specify:

- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer’s name and address;
- Experience gained during military service, providing detailed description of duties performed;
- Language proficiency.

Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.

Typing Proficiency: Self-certify your typing proficiency in the appropriate block on the application indicating your typing speed when a “qualified typist (O/A)” certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills may be subject to verification.

Education: List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered. Educational documents obtained outside the European Union (EU), with the exception of the U.S.A., must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. Foreign language documents must be officially translated into either the English or Italian language. Graduate College or University level education is education beyond the Italian “Laurea 1 livello” or equivalent.

VERIFICATION OF DOCUMENTS

In case of selection, candidates **MUST** provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

NOTES

- Employment of relatives is restricted in accordance with NAVSUPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- “Local National” refers to citizens of a European Union member state.
- Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 November 2018.