


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

	Announcement No.	33191 - 690199 - PG		
	Position Title	Specialista Piani di Sviluppo e Controllo, Q-0343-Q2		
	Salary Range	Euro 3,419.24 – E 3,777.42 per month plus applicable allowances		
	Opening Date	10-Jul-2020	Closing Date	16-Jul-2020
	Work Schedule	Full-Time Permanent		
	Job Location	Naval Facilities Engineering Command Europe, Africa & Southwest Asia (NAVFAC EURAFSWA), Capodichino, Italy		
	Notes	<p>The application form has been revised as of 1 June 2020, and any prior version will not be considered. Applicants may electronically submit a revised application form via e-mail to: HRO_NAPLES-LN_JOBS@eu.navy.mil. HRO Naples will continue to accept paper applications at the designated boxes at the Security Pass and ID offices located at Capodichino and Gricignano (Support Site) bases, through 30 June 2020.</p> <ol style="list-style-type: none"> Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in ENGLISH. Full command of English language is required. Selectee will be required to favorably pass a pre-employment medical suitability examination, and a security background check as a condition of employment. A fully qualified typist is required. The incumbent must possess a class “B or C” driver’s license. <u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u> Employee may be required to use protective clothing or gear. Travel may be required Incumbent must be able to work overtime as required. 		
Who May Apply	Permanent Appropriated (APF) and Non-Appropriated Funds (NAF) local national employees.			
Description of Duties	<p>Incumbent is the subject matter expert for Navy Working Capital Fund (NWFC), financial budget formulation, execution and process. Performs all aspects of business analysis focused on commodity management, financial management and NWFC budget execution, metric analysis and process improvements. Develops and defends budgets affecting multiple business lines to project future workload and plans vice actual performance. Adjusts budget based on actual execution. Performs overall, comprehensive management of all aspects installations throughout the theatre. Monitors, recommends, develops, and implements improvements to work processes and execution services. Tracks workload and projects resources modifications and requirements for the commodity base in historical and current work performance trend. Utilizes various computer program applications to prepare, present and defend reports to monitor execution of plans against annual/monthly operating targets. Conducts analysis of variance in commodity budget versus actual. Provides background data and analysis to support in-house and contractor products and services to increase efficiency, timeliness and cost. Independently manages the execution of a budget annually and ensures that funds are properly allocated, being obligated and spent in a timely matter. Controls and reports obligations and expenditures for assigned programs. Develops, determines, and interprets budgetary policies and practices. Provides training on financial processes to new managers, analysts and engineers.</p>			
Qualification Requirements	<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/0300/management-and-program-analysis-series-0343/</p> <p>One (1) year of specialized experience equivalent to the UA-01 level. Specialized experience is defined as 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.</p> <p>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.</p>			
Application Status	<p>For inquiries regarding job application status, applicants can call CHR (081) 568-5409, or DSN 626-5409, Monday and Wednesday 0900-1500, and Friday 0900-1300, at least 15 days after the closing date of the announcement, providing the announcement number. Applicants will only be notified if selected. In accordance with the Italian Privacy Act (Legge 675/96), CHR will not provide information regarding applicant’s application to family members or friends.</p>			
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER				

DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT
CIVILIAN HUMAN RESOURCES (CHR), NAPLES, ITALY (Revised June 2020)

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

SUBMISSION OF EMPLOYMENT APPLICATION

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

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

Vacancy announcements may be downloaded from:
https://www.cnlic.navy.mil/regions/cnreurfacent/about/job_openings/LocalNationalVacancies.html

The new application form may be downloaded from:
https://www.cnlic.navy.mil/regions/cnreurfacent/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 CHR:

- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- **The subject line of your email MUST contain the LAST and FIRST name of the applicant AND the vacancy announcement number and title (e.g. 3049B-123456-EI, Office Automation Clerk);**
- 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.

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. CHR will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

NOTES

- Employment of relatives is restricted in accordance with NAVSUPPACT 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.