

**\*\*\*\*\* JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NUMBER:** 16-224

**POSITION TITLE:** GENERAL ASSISTANT, Ua-0303-06 **KPP** Ua-0303-05

**SALARY:** EURO 1,956.50 per Month, Includes Contingenza and Bonuses. Salary is based on full time employment.

**EMPLOYMENT CATEGORY:** Full-Time Permanent  
(required working evenings, weekends, holidays and rotating shifts)

**LOCATION:** U.S. NAVAL SUPPORT ACTIVITY, MWR DEPT., BOWLING CENTER, SUPPORT SITE, ITALY.

**AREA OF CONSIDERATION:** CURRENT NSA PERMANENT EMPLOYEES ONLY

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**OPENING DATE:** 06/24//2016

**CLOSING DATE:** 07/01/2016

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**DUTIES:** Serves as the point of responsibility for the managing the administrative data flow in the Bowling Center. Collects Daily Financial Data time and Attendance Data, inputs data into various systems to create performance reports. Create tracking logs for all reports and suspense files to ensure timely completion. Responsible for maintaining current knowledge and skills to meet CNIC MWR reporting, accounting, and administrative requirements. Provides oversight on fiscal control systems, resource control systems, personnel training. Establishes calendar of employee training requirements to ensure adherence with higher level directives. Responsible for the prompt completion of daily/ weekly/monthly cash reporting system. Servers also as a guest services and information support, cashier. Subject to collateral duty role as Manager on Duty.

**QUALIFICATION REQUIREMENTS:**

**Experience:**

One year of general experience with is progressively responsible clerical office of other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.

**OR**

**Education:**

Two years of successfully completed education above the high level in any field for which high school graduation or equivalent is prerequisite. **(Copy of transcripts is required)**.

**Knowledge required by the position:**

- 1). Comprehensive understanding of CNIC financial control and acquisition systems.
- 2). Knowledge of pay requirements
- 3). Knowledge of time and attendance reporting requirements for US and LN employees
- 4). Requires successful completion of Manager on Duty Training within 90 days of employment.

**HOW TO APPLY:**

Please read the Instructions by clicking on the following link, before submitting your application:

[https://cnic.navy.mil/regions/cnreurafswa/about/job\\_openings/naf\\_positions.html](https://cnic.navy.mil/regions/cnreurafswa/about/job_openings/naf_positions.html)

The application form and instructions on how to apply have been revised.

Any prior editions will be obsolete and will no longer be considered beginning 1 Jan 2016. Applications that do not conform to the revised instructions will not be considered.

**NOTES:**

- A. Fluency, oral and written in English and Italian is required.
- B. Application must be submitted in English
- C. Applicant must be able to pass a fit for duty medical examination prior to employment..
- D. Selectee will be required to favorably pass a security background check as a condition of employment.
- E. **Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.**