


**DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT  
Civilian Human Resources, Sigonella, Italy  
VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION**

|  |   |   |              |             |
|--|---|---|--------------|-------------|
|  | Announcement #  | LN21-017521 (R)   |              |             |
|  | Position  | MANAGEMENT AND PROGRAM ASSISTANT, UA-0344-05  |              |             |
|  | Salary Range  | €2,227.39 – €2,458.28 per month plus applicable allowances  |              |             |
|  | Opening Date  | 31-AUG-2021   | Closing Date | 03-SEP-2021 |
|  | Location  | U. S. NAVY MEDICINE READINESS AND TRAINING COMMAND (NMRTC), DIRECTORATE OF MEDICAL SERVICES, MENTAL HEALTH, SIGONELLA, ITALY  |              |             |
|  | <b>Notes</b>  | <ol style="list-style-type: none"> <li>This is a re-announcement of LN21-017521.</li> <li><b>Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</b></li> <li>Applicants must be able to read, write and speak fluently in both English and Italian. <b>Applications must be submitted in English.</b></li> <li>This is a Permanent Full-Time position.</li> <li>Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.</li> </ol> |              |             |
| <b>Who May Apply</b>   | Permanent Appropriated Fund local national employees of Navy Medicine Readiness and Training Command (NMRTC) serviced by Civilian Human Resources, Sigonella, Italy   |   |              |             |
| <b>Description of Duties</b>   | <p>Incumbent performs clerical and administrative duties in support of the Health Clinic as well as a variety of analytical functions and management directed studies regarding patient-reported data within the Behavioral Health Data Portal (BHDP). Assigns the correct BHDP user setting to all newly assigned personnel depending on their role and deactivates personnel when out-processing. Participates virtually in meetings/trainings conducted by BHDP Project Management Office (PMO) and assists it for development of data applications for clinical outcomes and program evaluations related to BHDP. Assists with the preparation of Drug and Alcohol Screening, education programs, workshops and all the PII documentation and certification for active duty, dependents and civilian personnel. Manages clinics schedule, coordinates check-in patients upon arrival, cancels appointments as needed and notifies patients in a timely manner. Establishes and maintains paper and electronic files, uses shared drives, inputs and extracts data from database to compile statistics and prepare reports. Coordinates Virtual Health Clinic visits, sets up patient appointments and arranges meetings. Maintains all patient records ensuring that they are up to date. Coordinates and makes requests for supplies ensuring that they are in sufficient quantities. Responds to inquiries concerning non-technical administrative matters.</p> |   |              |             |
| <b>Qualification Requirements</b><br><br><b>(OPM Qualification Standards)</b>    | <p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-clerical-and-assistance-series-0344/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-clerical-and-assistance-series-0344/</a></p> <p><b>UA-05:</b> One (1) year of specialized experience equivalent to the <b>UA-06</b> or equivalent experience in the private or public sector <b>OR</b> three (3) years of successfully completed college or university level education in any field of study above the Italian “Diploma di Maturità” or equivalent <b>OR</b> “Laurea”.</p> <p>You will be rated on the experience and education described on your application form to determine your level of Knowledge, Skills, and Abilities (KSA's) related to the job requirements:</p> <ol style="list-style-type: none"> <li>Knowledge of office administrative processes and procedures essential to prepare correspondence, maintain a filing system, schedule appointment and make travel arrangements.</li> <li>Skill in using office equipment and automated programs and software (i.e. database management, word processors, graphics and spreadsheets, etc.).</li> <li>Ability to analyze information and prepare reports.</li> </ol>   |   |              |             |
| <b>Announcement Status</b>   | <p>For inquiries concerning job announcement status, consult the CNIC website:<br/><a href="https://www.cnic.navy.mil/regions/cnreurfacent/installations/nas_sigonella/about/jobs.html">https://www.cnic.navy.mil/regions/cnreurfacent/installations/nas_sigonella/about/jobs.html</a></p>  |   |              |             |
| <b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>    |   |   |              |             |

**DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT**  
**Civilian Human Resources (CHR), Sigonella, Italy**

**Instructions for Completing The Employment Application (Local National – LN)**

**EMPLOYMENT APPLICATION**

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

Vacancy announcements may be downloaded from:  
[https://www.cnic.navy.mil/regions/cnreurfacent/installations/nas\\_sigonella/about/jobs.html](https://www.cnic.navy.mil/regions/cnreurfacent/installations/nas_sigonella/about/jobs.html)

The application form may be downloaded from:  
[https://www.cnic.navy.mil/regions/cnreurfacent/installations/nas\\_sigonella/about/jobs/how\\_to\\_apply.html](https://www.cnic.navy.mil/regions/cnreurfacent/installations/nas_sigonella/about/jobs/how_to_apply.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.

**WHO MAY APPLY**

Citizens of a European Union member state.

Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

**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, including 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, work experience related to the vacancy and **MUST** specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed)
- Language proficiency

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

**Typing Proficiency:** Self-certify your English typing proficiency in the appropriate block of 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 are 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.

Professional course work certificates released by Regional Institutions or ENAIP or equivalent may be considered for positions up to UA-06 grade level only.

**VERIFICATION 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. Work experience certified on the application form is subject to verification with employers. CHR will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

Applications **MAY ONLY** BE SUBMITTED VIA EMAIL. CHR will **NOT** accept "hard copy" applications.

Submit your application to: [si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil)

**EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY CHR:**

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, e.g. LN19-003740;**
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be accepted;
- Utilize the latest version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Complete the application in its entirety answering ALL questions;
- Do not send Postal Electronically Certified (PEC) emails;
- Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are not necessary and must not be sent);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- To ensure that the file is correctly transmitted and legible, scan the application form as a PDF document;
- Submit the application by the closing date of the vacancy announcement.

**INQUIRIES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION**

Consult the CNIC website:

[https://www.cnic.navy.mil/regions/cnreurfacent/installations/nas\\_sigonella/about/jobs.html](https://www.cnic.navy.mil/regions/cnreurfacent/installations/nas_sigonella/about/jobs.html)

Status column will reflect current recruitment stage.

**CHR will no longer be answering telephone inquiries.**

Interviews and selections are made by the department requesting the vacancy announcement and the results will be communicated to the CHR. Selectees will be notified exclusively by a CHR staff member, upon verification of eligibility requirements.

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.
2. If a candidate is selected at a lower grade level for a position with promotion potential (e.g. UA-05/04/03), he/she can be promoted to the target level without further competition.
3. List of qualified candidates may be used to fill additional similar positions without further competition.
4. "Local National" refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 November 2018.