

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



Announcement #	LN21-017715		
Position	SUPERVISORY TRAFFIC MANAGEMENT SPECIALIST, UA-2130-01		
Salary Range	€2,791.36 – €3,118.01 per month plus applicable allowances		
Opening Date	20-SEP-2021	Closing Date	22-SEP-2021
Location	NAVSUP FLEET LOGISTICS CENTER SIGONELLA, HOUSEHOLD GOODS BRANCH-SI, SUPPLY MANAGEMENT DEPT., SIGONELLA, ITALY		

Notes	<ol style="list-style-type: none"> Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, 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. This is a Permanent Full-Time position. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. Incumbent may be required to use Personal Protective Equipment when exposed to discomforts such as high level of noise or high temperature in a warehouse. Incumbent may be subject to occasional travel.
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Who May Apply	Permanent and temporary Appropriated fund local national employees serviced by Civilian Human Resources, Sigonella, Italy.
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Description of Duties	Incumbent serves as Personal Property Transportation Officer, providing services related to personal property shipment. Plans, develops and directs transportation management programs for the Navsup Command and the local Area of Responsibility (AOR), resolving problems pertaining to outbound, inbound, claims and quality control of personal property shipments and evaluating traffic management functional operations. Implements procedures and analyzes data for counseling on Household Goods (HHG) allowances and for shipment management operations in order to maximize their efficiency and customer satisfaction. As lead planner and coordinator, manages and assigns work to subordinates based on priorities and difficulties and is responsible for directing, supervising and coordinating the workload of the branch related to transportation matters. Conducts personal property shipment training to subordinates, identifying their needs and developing performance standards metrics. Acts as liaison with Italian Transportation Service Providers and other government officials that are involved with personal property transportation issues, and as Contracting Officer's Representative to monitor service performance. Maintains liaison with other Services, agencies and organizations to ensure program and mission requirements are achieved and provides advice and assistance to support satellite remote locations. Performs other related duties as assigned.
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Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2100/traffic-management-series-2130/</p> <p>At the time of application, applicants must possess a valid class “B” driver’s license to drive vehicles in Italy.</p> <p>UA-01: One (1) year of specialized experience equivalent to the UA-02 or equivalent experience in the private or public sector OR “Dottorato di Ricerca” or equivalent degree that demonstrates the knowledge, skills, and abilities necessary to do the work, with major study in accounting, business administration, finance, statistics, etc.</p> <p>Specialized experience: Experience includes work in: managing or participating in managing a transportation of traffic program; conducting or participating in conducting surveys and studies of the traffic management function; making presentations on traffic matters; performing loss and damage prevention work; negotiating with carriers on questions of rates, transit privileges, charges etc.</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"> In depth knowledge of policies and directives related to personal property shipment. Knowledge of Traffic Management policies, principles and practices. Skill in using automated data processing systems as they relate to personal property operations. Ability to analyze and interpret data and technical transportation requirements and guidelines.
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Announcement Status	For inquiries concerning job announcement status, consult the CNIC website: https://www.cnic.navy.mil/regions/cnreurfacent/installations/nas_sigonella/about/jobs.html
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THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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/cnreurfcent/installations/nas_sigonella/about/jobs.html

The application form may be downloaded from:
https://www.cnic.navy.mil/regions/cnreurfcent/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

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/cnreurfcent/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.