

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

	Announcement No.	3049B-863536-RR
	Position Title	Lead Financial Technician, Ua-0501-02
	Salary Range	Euro 2,604.46 - Euro 2,901.84 per month plus applicable allowances
	Closing Date	23 July 2021
	Work Schedule	Full-Time Permanent
	Job Location	Commander Navy Region Europe Africa Central (CNREURAFCENT), Regional Not Appropriated Fund (NAF) Business Office, Capodichino, Italy
	Notes	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-LN_JOBS@eu.navy.mil. 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. Selectee will be required to favorably pass a security background check as a condition of employment. 5. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in ENGLISH.
Who May Apply	Current permanent and temporary local national employees of UIC# 3049B - ORG CODE N9	
Description of Duties	The incumbent monitors the expenditures of all direct and indirect non-appropriate and appropriated funds. Compares budget to actual execution and analyzes data to ensure the fiscal soundness of the activity is maintained. The incumbent reviews and analyzes financial reports for technical adequacy and completeness, ensures that all appropriations are valid for budget work and comply with published budgetary guidance. Provides technical accounting support, applying various accounting methods and techniques and an intermediate understanding of standard accounting codes, classification and terminology. Analyzes and maintains accounting records for multiple accounts by implementing principles of accounting and double entry book keeping. Reviews and approves and authorizes a variety of documents, ensuring they are in accordance with Navy regulations and charged to applicable account, to include but not limited to: invoices, purchase orders, contract, vouchers and related documents. Incumbent distributes and balances work assignments among 3 or more lower level technicians in accordance with established work flow. Monitors status and work progress, making adjustments as necessary. Resolves informal disputes between employees or between employees and customers and refers others to supervisor. Provides input to supervisor on employee performance and training needs.	
Qualification Requirements	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/0500/financial-administration-and-program-series-0501/ EXPERIENCE: 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. OR EDUCATION SUBSTITUTION FOR EXPERIENCE: “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. To receive credit, you must fill out the required fields on the “Employment Application” form. 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.	
Application Status	Status updates will be provided by position at the following website: https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html	
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER		

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/cnreurafcnt/about/job_openings/LocalNationalVacancies.html

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

DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT UFFICIO RISORSE UMANE (HRO), NAPOLI, ITALIA (Aggiornato Apr 2021) ISTRUZIONI PER LA COMPILAZIONE DELLA DOMANDA DI IMPIEGO (LOCAL NATIONAL – LN)	
<u>PRESENTAZIONE DELLA DOMANDA DI IMPIEGO</u> La domanda di impiego può essere presentata ESCLUSIVAMENTE “via posta elettronica”. L'Ufficio Risorse Umane Personale Civile (HRO) non accetterà domande di impiego in “forma cartacea”. Le domande devono essere inviate al seguente indirizzo: <u>HRO NAPLES-LN JOBS@eu.navy.mil</u>. Specificare il COGNOME e NOME del candidato e il numero e il titolo del bando di concorso nell'oggetto dell'email (es.: ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk). Le domande di impiego vengono accettate solo in caso di bando di concorso regolarmente aperto al pubblico. I bandi di concorso sono consultabili su: https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html La NUOVA domanda di impiego può essere scaricata dal sito: https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html Le domande per posizioni di impiegato (Ua) DEVONO essere compilate in lingua inglese. Le domande per posizioni di operaio (Uc) possono essere compilate sia in linagua inglese che in italiano. LA MANCATA OSSERVAZIONE DELLE ISTRUZIONI DI SGUITO ELENcate COMPORTERÀ L'ESCLUSIONE DELLA DOMANDA DI IMPIEGO DALLE PROCEDURE DI VALUTAZIONE E IL CANDIDATO VERRA' DETERMINATO “NON QUALIFICATO” DALL' HRO: Inviare solo una mail per per ciascun bando di oncorso. In caso di duplicato, verrà considerata solo l'email più recente; • Utilizzare l'ultima versione della domanda di impiego disponibile sul sito CNIC; • Non alterare il contenuto e le proprietà' della domanda d'impiego; • Compilare la domanda di impiego in ogni sua parte rispondendo in modo esauriente a TUTTE le domande e verificare l'accuratezza e veridicità delle informazioni; • Allegare la domanda solo in formato PDF utilizzando esclusivamente Adobe PDF Reader (allegati aggiuntivi <u>NON</u> sono necessari e non devono essere inviati); • Non inviare e-mail mediante il Sistema di Posta Elettronica Certificata (PEC); • L'email con allegata domanda di impiego non può superare i 10 MB; in caso di esubero, non arriverà a destinazione; • Inviare la domanda di impiego entro e non oltre la data di chiusura del bando di concorso. • NON e' richiesta una firma sulla pagina 9 della domanda d'impiego, tuttavia e' necessario indicare il COGNOME e NOME del candidato e la DATA. <u>WHO MAY APPLY (Chi può presentare la domanda di impiego)</u> • Cittadini di uno stato membro dell'Unione Europea. • <u>I candidati in possesso di doppia cittadinanza, italiana ed americana, sono inidonei all'impiego.</u> Solo i candidati che rispondono ai criteri delineati alla voce “Who may apply” possono essere ammessi alla procedura di valutazione.	<u>QUALIFICATION REQUIREMENTS (Requisiti di idoneità)</u> I candidati devono prestare particolare attenzione al tipo di esperienza lavorativa e/o ai titoli di studio e certificazioni richiesti dal bando di concorso. <u>Esperienza lavorativa:</u> I candidati devono descrivere dettagliatamente, con parole proprie, le esperienze lavorative acquisite relative al bando di concorso e DEVONO specificare: - Profilo professionale (titolo e qualifica) e livello di inquadramento; - Data di inizio e termine impieghi (indicare mese e anno); - Salario (mensile) e Datore di Lavoro (nome e indirizzo); - ORE DI LAVORO SETTIMANALI; - Esperienze acquisite durante il servizio militare (fornire descrizione dettagliata delle mansioni svolte); - Conoscenze linguistiche. I mansionari (Position Description-PD) e/o i certificati di servizio non verranno considerati come valida sostituzione della descrizione della esperienza lavorativa. <u>Abilità dattilografica:</u> Qualora il bando richieda dattilografi “qualificati” (O/A), autocertificare la propria abilità dattilografica nell'apposito spazio sulla domanda di impiego, specificando il numero di parole/battute che si e' in grado di dattilografare in inglese. I candidati vengono ritenuti “qualificati” se capaci di dattilografare almeno quaranta (40) parole/ducento (200) battute al minuto in inglese. L'abilità dattilografica autocertificata potrebbe essere soggetta a verifica prima dell'assunzione. <u>Titoli di studio:</u> Elencare dettagliatamente sulla domanda di impiego tutte le informazioni relative agli studi sostenuti soprattutto nel caso in cui questi risultino determinanti ai fini della qualifica, pena l'esclusione. I titoli di studio conseguiti in paesi extra-europei, eccetto quelli conseguiti negli U.S.A, devono essere valutati da autorità competenti specializzate nell'equipollenza dei titoli di studio stranieri. I documenti in lingua straniera devono essere <u>ufficialmente tradotti</u> o in lingua inglese o in lingua italiana. La dicitura “Graduate College or University level education” si riferisce agli studi universitari oltre la Laurea di 1 Livello o equivalenti. <u>DOCUMENTI DI VERIFICA</u> In caso di selezione, il candidato dovrà fornire all' Ufficio Risorse Umane del Personale Civile la documentazione comprovante l'esperienza lavorativa, i titoli di studio ed eventuali certificazioni o patenti richieste dal bando di concorso, per cui ha ricevuto credito. L'Ufficio Risorse Umane del Personale Civile procederà all'assunzione SOLO se il candidato supererà in modo soddisfacente tutti i requisiti di idoneità. <u>NOTE</u> • L'assunzione di familiari nello stesso reparto e' disciplinata dalla Normativa vigente della U.S. Naval Support Activity; • Qualora un candidato partecipante a bando di concorso con potenziare di promozione venga selezionatoal grado minimo o intermedio previsto dal bando, potrà' avanzare al grado successive, senza ulteriore concorso purché' soddisfi tutti I requisiti legali ed amministrativi; • La lista dei candidate idonei per un bando di concorso potrebbe venire riutilizzata per eventuali bandi similari disponiibili senza la necessita' di un ulteriore bando di concorso; • L'esperienza lavorativa dichiarata sulla domanda d'impiego e' soggetta a verifica; • La dicitura “Local National” si riferisce ai cittadini di uno stato membro dell'Unione Europea”; • I candidati interni possono presentare domanda ed essere considerati. Per qualsiasi posizione di livello inferiore, trattamento economico inferiore, o diversa categoria di appartenenza. In caso di selezione verrà' assegnato il trattamento economico in conformita' agli articoli 13 e 14 delle Normative per il Personale Civile “LN” del 1 Novembre 2018.