

PUBLIC NOTICE FOR POSITION BEING FILLED UNDER DIRECT HIRE AUTHORITY (DHA) FOR RECENT GRADUATE

Opening and Closing Dates: 01 March 2019 through 31 December 2019 (11:59 EST)

Position Title: Contract Specialist

Series /Grade: GS-1102-07/09/

Full Performance Level: GS-12. Promotion to the GS-11 and 12 levels can occur without further competition once all training, regulatory, and performance requirements are met.

Duty Location: US Army Corps of Engineers, Norfolk, VA

Salary Range: $41,365.00 to $95,388.00 per year

Work Schedule: Full Time

Appointment Type: Permanent

Start Date: On or prior to June 09, 2019

Relocation: Relocation expenses may be authorized (subject to available budget) if the selecting official determines the relocation is in the best interests of the government.

Hiring Incentive: Hiring incentives such as a recruitment bonus and student loan repayment may be authorized (subject to available budget) if the selecting official determines the incentive is in the best interests of the government.

Travel Requirement: 10% Temporary Duty Travel require

Who May Apply: U.S Citizens, nationals, or those who owe allegiance to the United States

Eligibility Requirements: An individual who meets the following may apply for the DHA Recent Graduate Program: Was awarded a degree by an institution of higher education not more than two years before the date of the appointment of such person, except that in the case of a person who has completed a period of obligated service in a uniform service of more than four years. The qualifications requirements below must be met in addition to eligibility requirements.

Qualifications Requirements: In order to qualify, you must meet the education and/or experience requirements described below. This education and/or experience must be described/reflected in your resume and/or transcripts. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

For any grade:

A. A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees. AND

B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be obtained within the bachelor's degree or in addition to the degree.)

NOTE: The education requirements listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in an Executive Department on or before September 30, 2000, are exempt from meeting this requirement. Current military members who occupied a similar occupational specialty to the GS-1102 on or before September 30, 2000, are also exempt from meeting this requirement.

In addition to the above requirements, applicants must also meet:

* For the GS-07:
Experience: Applicants must have one year of specialized experience equivalent to at least the next lower grade (GS-5) in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include, but are not limited to:
	+ Demonstrate knowledge of acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.
	+ Demonstrate knowledge of various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, and cost reimbursement; and contract methods to include simplified acquisitions, sealed bidding, negotiations, cost sharing, multiple awards, commercial items and special provisions.
	+ Demonstrate knowledge of contract administration principles and practices sufficient to monitor contractor performance and compliance with all terms and conditions of the contract.
	+ Demonstrate knowledge of the market and sources to include identification of offerers in specific socio­economic categories eligible for set-asides.
	+ Demonstrate knowledge and proficiency of an electronic Contract Writing and Management System ( i.e. e-CMS) and ability to fully solicit, award, and administer contracts.

-OR-
Completion of one academic year of graduate level education; OR bachelor’s degree with [Superior Academic Achievement](http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=General-Policies">http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=General-Policies) as defined in the Office of Personnel Management (OPM) Qualification Standards Handbook; OR five academic years of pre-professional study..
-OR-
Applicants may also combine graduate education and experience to qualify at the GS-07 level

Superior Academic Achievement- In the upper one-third of graduating class; OR a GPA of 3.0 or higher out of 4.0, as recorded on official transcript, or based on courses completed during final 2 years of curriculum; OR a GPA of 3.5 or higher out of 4.0, based on average of required courses completed in major or required courses in major completed during the final 2 years of curriculum.

* For the GS-09:
Experience: Applicants must have one year of specialized experience equivalent to at least the next lower grade (GS-7) in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include, but are not limited to:
	+ Knowledge of acquisition regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.
	+ Knowledge of various types of contracts, including firm-fixed price, firm-fixed price with economic price adjustments, and cost reimbursement; and contract methods to include simplified acquisitions, sealed bidding, negotiations, cost sharing, multiple awards, commercial items and special provisions.
	+ Knowledge of contract administration principles and practices sufficient to monitor contractor performance and compliance with all terms and conditions of the contract.
	+ Knowledge of negotiation techniques sufficient to negotiate prices, terms and conditions, contract modifications and settlements.
	+ Knowledge and proficiency of an electronic Contract Writing and Management System ( i.e. e-CMS) and ability to fully solicit, award, and administer contracts.

-OR-
Applicants must possess 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B or JD. To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
-OR-
Applicants may also combine graduate education and experience to qualify at the GS-09 level.

How to Apply: Submit resume to CENAO-RECRUIT@usace.army.mil