NOAA INTERNAL JOB OPPORTUNITY FOR
NON-COMPETITIVE REASSIGNMENT

Reference Number: OAR-LCI-CIP-001

Open Period: May 27 through June 10, 2014

Title, Series, Band/Grade: Program Specialist, ZA-0301-3 (GS-11/12 Equivalent)

Duty Station: Silver Spring, Maryland

Relocation expenses will not be authorized.

Who May Apply/Area of Consideration: Current permanent NOAA employees at the Pay Band 3 (GS-11/12 equivalent) within the Continental United States

Security Level: Low Risk

Background:
An opportunity is available to join the Cooperative Institute Program Office in the NOAA Office of Oceanic and Atmospheric Research. Cooperative Institutes (CIs) are long-term institutional cooperative research agreements (5-10 years) that support foundational science at leading universities in NOAA Mission Disciplines. The position provides significant support to the Program Director, NOAA Federal Program Officers, and Cooperative Institute staff to execute a NOAA-wide extramural research portfolio, as well as provide NOAA-wide guidance to the Federal Program Officer community of practice in managing and executing CI awards and amendments.

Duties:
The Specialist will exercise responsibility as a lead program staffer who plans, coordinates, and manages a diverse NOAA Cooperative Institute portfolio. The specialist analyzes program operation with respect to the NOAA Grants Management Manual and related guidance, and advises the Program Director on necessary changes in policies and procedures that affect Program objectives. The Specialist monitors financial activities for the Program Office, as well as the Cooperative Institute Awards, and advises the Program Director, FMC Administrative Officers, other Federal Program Officers, and the NOAA Grants Management Division of issues that may impact Program execution.

The work of this position involves managing multiple assignments and conflicting priorities while maintaining excellent customer service and meeting various deadlines.
Knowledge, Skills, and Abilities (KSAs):
- Knowledge of the principles, practices, and procedures of federal grants administration or management;
- Knowledge of organizational administrative or management policies, precedents, and procedures;
- Ability to achieve program objectives;
- Ability to identify problems, propose solutions, and defend recommendations;
- Ability to write and communicate clear guidelines to diverse internal and external audiences.

Education Qualifications:
There is no positive education requirement for this position.

Specialized Experience Statement:
Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience includes:
- Negotiating and administering domestic grants and cooperative agreements, including:
  o Review of grant proposals
  o Development of special provisions or award conditions
  o Resolution of grantor-grantee differences
  o Provision of technical assistance to Program officials and staff
- Experience with grants administration, statutory and regulatory requirements, and various grants methods;
- Develop strategies for both short and long range planning and/or cooperative agreements in consultation with higher level officials;
- Establish and promote guidelines and procedures to be used throughout the NOAA organization to ensure consistent and equitable execution of Cooperative Institute Awards;
- Experience using the NOAA Grants On-line system.

How to Apply:
E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: Philip.Hoffman@noaa.gov.

NOTE: *Any PII information should be sent using DOC's approved Accellion Secure File Transfer Program, found at: https://sft2.doc.gov/courier/web/1000@/wmLogin.html. *Do not send PII info to this email account*

Additional Questions – Point of Contact:
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