

Department: Department Of Commerce

Agency: National Oceanic and Atmospheric Administration

Sub Agency: National Oceanic and Atmospheric Administration

Job Announcement Number: NWS-AA-2010-0017

Job Title: Programt Analyst (International Projects Manager), GS-343-14, DE

Salary Range: 102,721.00 - 133,543.00 USD /year

Series & Grade: GS-0343-14/14

Promotion Potential: 14

Open Period: Monday, December 07, 2009 to Monday, January 04, 2010

Position Information: Career/Career-Conditional Appointment Permanent/Full Time

Duty Locations: Silver Spring, MD

Who May Be Considered: Public Non-Status Positions (DE):

- Open to all qualified candidates, including Federal employees.

Job Summary:

Your Career Forecast is Sunny and Bright with the National Weather Service (NWS). The NWS, the world's preeminent weather and atmospheric sciences organization, offers you an opportunity to help protect American lives and property. Since 1870, NWS has served the public by providing forecasts and hazardous weather warnings while studying the most dynamic forces of nature. Contribute your talents to this tradition. NWS...Working together to save lives.

This position is located in the National Weather Service, Office of the Assistant Administrator, International Activities Office, Silver Spring, MD.

This position is also being advertised under the Department of Commerce's Merit Assignment Program (MAP) for status applicants to apply under vacancy announcement number NWS-AA-2010-0009.

To be considered - you must apply separately under each announcement.

Key Requirements:

- One year of specialized experience is required by closing date.
- Must meet time-in-grade requirements by closing date of announcement.
- Relocation expenses ARE authorized.

Major Duties:

The International Projects Manager will design, manage and implement international meteorological and hydrological projects under bilateral and multilateral agreements. He/she will ensure milestones and deliverables are completed within allocated budget and time frame and assist in evaluating the status and the effectiveness of the projects in all areas to assure that the plans and time schedules are met. He/she will also evaluate projects to see if they fit into the Agency's goals and objectives and those of its

partners. He/she will work with other government agencies, international organizations and non-governmental organizations to implement these projects. International Project Manager will also oversee some grants and/or contracts.

The incumbent will also provide staffing support for the Assistant Administrator (AA) for Weather Services who serves as the Permanent Representative with the World Meteorological Organization (WMO). In particular, the incumbent will support the AA in his role as Chair of the WMO Working Group on Disaster Risk Reduction and Service Delivery. He/she will be responsible for coordinating with NWS/International Activities Program Analysts (country desk officers) and with technical experts from other NWS headquarters offices, regions, and centers in the design and implementation of projects; and for managing relations and support efforts with other partners inside and outside of the USG.

Qualifications:

Qualification requirement in the vacancy announcements are based on the U.S. Office of Personnel Management Qualification (OPM) Standards Handbook, which contains federal qualification standards. This handbook is available on OPM's website at:

<http://www.opm.gov/qualifications>

Applicants must have one year of specialized experience at the GS-13 grade level in the Federal service.

Specialized experience is experience that demonstrates knowledge, skills and abilities to perform the following duties such as managing the implementation of meteorological projects outside of the United States under bilateral and multilateral agreements; advises management on the effectiveness of international hydro-meteorological projects and operations; assists in the development and coordination of international policy and keeps abreast of international programs that affect NWS; coordinates with other NWS headquarters offices, regions, and centers to manage relations and support efforts with other partners inside and outside of the USG and provides staffing support for the Assistant Administrator for Weather Services.

How You Will Be Evaluated:

The Workforce Management Office, Client Services Division's review of applications is a four-step process. First, all candidates are evaluated to determine if they meet the basic eligibility requirements (i.e., are a U.S. citizen and meet the "Who May Apply" description). Second, if the candidate meets the basic eligibility requirements, the application is reviewed again to determine if their background and/or education meet the OPM qualification requirements and apply selective factors (if identified). Once candidates are determined to be basically qualified, the third step is to review answers to the experience, awards, education, and training and self-development questions. The responses to the KSA/competency questions are used to evaluate work experiences which could be expected to significantly enhance the candidate's performance for the position to be filled. No one is rated ineligible or not qualified solely for failure to state a positive response to an experience, training, or awards question. Candidates are encouraged to provide supplemental information in their experience statement which will be taken into consideration by the selecting official in the selection process. The fourth step is to adjudicate veteran's preference and identify and rank the best qualified candidates to be referred to the selecting official. Answers to the questions in step three demonstrate the following KSA/competencies:

1. Knowledge of US Foreign policy objectives and their impact on

international programs.

2. Knowledge of Federal and agency regulations.

3. Knowledge of NOAA's programs and missions including pertinent laws, regulations, policies related to international program areas.

4. Skill in managing and coordinating complex activities in a multi-functional environment involving interaction with senior executive and management levels and international customers.

5. Ability to apply knowledge and experience to a wide range of other programs and issues with particular emphasis on international activities.

6. Ability to coordinate, integrate, lead and directly control the efforts associated with international projects.

7. Ability to communicate effectively, both and orally and in writing by preparing and presenting briefings and reports to senior US and foreign government officials.

To preview questions please [click here](#).

Benefits:

This is a full-time permanent position. Employed by a Federal Organization, you are eligible for benefits such as:

[A varied selection of cost-shared health insurance plans](#)

[Life insurance coverage options](#)

[Comprehensive retirement benefits](#)

[A tax-deferred Thrift Saving Plan \(401K\)](#)

[Annual Leave](#)

[Paid Holidays](#)

[You may be eligible for flexible work schedules](#)

[Overtime Pay](#)

[Compensatory Time](#)

[Participate in a Flexible spending account](#)

[Transportation Subsidy](#)

Other Information:

For more information on the Job Applicant process, visit:

http://www.wfm.noaa.gov/pdfs/Job_Applicant_Info.pdf

For more information on the Job Applicant process, visit:

[Applicant Information](#)

This position is in the competitive service.

Payment of relocation expenses ARE authorized.

Applications will not be accepted after the closing date. Applications and faxed documents must be received by 11:59 pm eastern standard time of the closing date of the vacancy.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special selection priority rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must meet all qualification requirements for the position, and when evaluated against the knowledge, skills and abilities (KSAs) for the position, must be excluded from the minimally qualified category of applicants.

The Department of Commerce is an Equal Employment Opportunity employer.

The Department of Commerce does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

If this position is filled at a level below the full performance level, the selectee may be promoted without further competition. This implies no promise or guarantee of a promotion.

Salaries shown for this vacancy include locality pay. Applicants interested in relocating to a different geographic location should be aware that their salary is subject to change.

If selected for this vacancy, you may be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You may be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

Agencies are barred from accepting or considering prohibited political recommendations, and are required to return to the individual any prohibited political recommendations, and are required to return to the individual any prohibited political recommendation with reference to statutory prohibition. Such officials may supply a statement which relates "solely to the character and residence" of the individual.

Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

The Department of Commerce provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

Male applicants born after December 31, 1959 must be registered with the Selective Service System or have an exemption. If selected,

confirmation of registration status is required.

How To Apply:

If you are a new user to the USAJobs site and have never registered for an account; you will first need to create an account profile with your basic contact information and a resume to begin applying. You must be a registered USA Jobs user AND you must be signed-in to your account in order to apply for this vacancy. For help setting up an account, or for general help using USA Jobs, click here.

[USA Jobs Information Center](#)

Before you apply, please make sure you have read the entire vacancy announcement and are comfortable with the requirements stated here. If you have ANY questions, please contact the HR Specialist listed on this announcement before this announcement closes.

Once you have gathered all of the required information and are ready to begin the application process, click the button "Apply to this Vacancy" at the bottom of the page. You will then be directed away from USAJobs to the NOAA Enterprise systems application site.

Once you have reached Enterprise, you will be prompted to enter (or update) your contact information on file with us. You can then begin answering the questions in the application. When you are done with all of the questions on a single page, click "Next" and proceed to the next page.

If you experience any difficulties with the Enterprise application site, help is available! If you have problems completing your on-line application, contact the Monster Hiring Management Help Desk at 1-866-656-6831 or by e-mail at mghelp@monster.com. The help desk is available Monday - Friday 7:00 a.m. to 7:00 p.m. Eastern Time. You may call and leave a voice mail message at all other times. If you do not have access to a computer or the Internet to complete the on-line application, please contact the Human Resource Specialist listed on the vacancy.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

To upload a document in USAJOBS:

Log-in at MY USAJOBS. Click on the Portfolio link found under the tabs near the top. Click browse and select a file stored on your computer to include in your portfolio. Files must be less than 2mb and can either be jpg, doc, or PDF format. Once you have selected your file, enter a name for the attachment, making sure to be as accurate in your description as possible. For example, Undergraduate Transcripts versus Graduate Transcripts. Once selected and named, click Upload. After you have successfully uploaded a document, you can click to View or Delete your document(s) at any time. You may also use the direct upload feature through the NOAA Enterprise systems Supporting Documents page (instructions are listed on that page) or you may also fax documentation using the instructions provided in the Required Documents step of this job posting.

Required Documents:

Your application may be considered INCOMPLETE if you do not submit all applicable required documents, which may exclude you from consideration. The documentation required for this vacancy is listed below.

Note: Documentation requirements are based on vacancy requirements and individual applicant eligibility. Applicants may Upload or Fax supporting documentation.

Here is a list of the required documents for this announcement, if applicable:

SF-50 - Current and/or former Federal employees with reinstatement eligibility MUST submit a copy of their form SF-50B, Notification of Personnel Action.

Veterans: If you are a veteran, you MUST submit a copy of your DD 214 (Member 4 Copy) Certificate of Release or Discharge (must reflect type of discharge received). If you are claiming veterans preference based on a disability, you MUST also submit documentation from the Department of Defense or the Department of Veterans Affairs verifying your service connected disability and a SF-15, Application for 10 point veterans preference.

Special Appointing Authorities: If you are applying under the special appointing authority, you MUST submit a copy of your document showing eligibility to apply under Merit Assignment announcements non-competitively.

CTAP/ICTAP: If you are applying under CTAP/ICTAP you MUST submit a copy of your SF-50, Notification of Personnel Action and RIF/CES notice dated within one year.

TRANSCRIPTS (for Individual Occupational Requirements and/or Substitution of Education for specialized experience): Applicants MUST submit copies of their college transcripts for verification of the education requirements. Unofficial copies are acceptable, however, if selected you will be required to furnish official transcripts.

It is your responsibility to provide adequate proof that you meet the above educational requirements. Inadequate or illegible information could result in non-qualification and loss of consideration.

If using the Fax method, please submit your documents to the phone number appearing on the system generated fax cover sheet.

Supporting documentation must be submitted by 11:59 p.m., Eastern Standard Time by the closing date of this job posting.

You can upload documents or generate the fax cover sheet(s) when you register or update your information on the Department of Commerce application site which you access through the USAJOBS site.

RETAIN THE FAX CONFIRMATION EMAIL AS PROOF OF SUCCESSFUL TRANSMISSION.

FAILURE TO FAX IN THE APPLICABLE DOCUMENTS BY 11:59 P.M. Eastern Standard Time (EST) ON THE CLOSING DATE OF THIS ANNOUNCEMENT MAY EXCLUDE YOU FROM FURTHER CONSIDERATION.

Contact Information:

Sharon Turner
Phone: 757-441-3837
Fax: 000-000-0000
Email: Sharon.D.Turner@noaa.gov

Or write:
National Oceanic and Atmospheric
Administration
WFMO/Weather Client Services Div
200 Granby Street
Norfolk, VA 23510-1624
Fax: 000-000-0000

What To Expect Next:

Applicants will receive notification that their application has been received. Answers to the questions in your online application process will serve as the basis for your initial rating. You will receive a numerical score based on your responses to the online questions, which will be validated by a human resources specialist and/or a subject matter expert against the information you provide in your online resume and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your online resume. Falsifying your background, education, and/or experience is cause for not hiring you. A complete resume in your online application is required for consideration.

Applicants may check the status of their application by accessing the USAJOBS website at <http://www.usajobs.opm.gov/>. Click on the MY USAJOBS tab and enter your User Name/Email and Password. Next, click on "MY Applications". Locate the job posting in question, and in the column (Applicant Status), click on the "More Information" link. From the NOAA Welcome Page, click the radio button "View Detailed Status of Applications with this Agency," then click the continue button, which takes you to "Current Applicant Status" page. The status will be listed under "Vacancy Status", with any additional information in the "Comments" section.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

USAJOBS Control Number: 1751230