

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH06422614</u>	DATE POSTED:	<u>01/11/22</u>
POSITION NO:	<u>244400</u>	CLOSING DATE:	<u>Open Until Filled</u>
POSITION TITLE:	<u>Contract Analyst</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Epidemiology Center (NEC) / Navajo Department of Health/Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>BQ63A</u>
WORK HOURS:	<u>8:00 - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>41,488.56</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>19.87</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

This position will monitor compliance with contract, grant and/or subcontract, monitors and coordinates actions taken on agreements between the Navajo Epidemiology Center (NEC) and contractors, subcontractors, and grantors; prepares correspondence and reports; ensures that contracts are negotiated and finalized prior to start date; maintains electronic and hard copy files on all assigned contracts; monitors expenditures, reports, processes documents for payment of expenses; notifies and advises NEC Programs and Project Managers of any problems or necessary corrective action associated with contracts. This position will manage multiple requests for proposals (RFP) work by NEC with significant scope, complexity and monetary value; develops RFP notices, packages and evaluation tools with NEC input, seeks service providers, assists in preparation and implementation of contracts and associated budgets; provides technical assistance to NEC staff, service providers on contracting and related financial issues; reviews and monitors financial documents; reviews scope of work on selected contracts, grant and subcontracts for compliance with regulations and requirements.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business Administration or closely related field; and two (2) years of contract and/or grant administration experience;
- OR-
- A Bachelor's degree in Accounting or Finance.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license. FMIS Certification (can be obtained within one month of hire).

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation budget, accounting, procurement and contracting policies and methods.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.