

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>OMB01613178</u>	DATE POSTED:	<u>01/25/17</u>
POSITION NO:	<u>241485</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	<u>Senior Contract Analyst (3 Positions)</u>		
DEPARTMENT NAME / WORKSITE:	<u>Office of Management & Budget, Administration Building #1, Window Rock, AZ</u>		
WORK DAYS:	<u>M - F</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8 am to 5 pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB65A</u>
		\$	<u>44,054.40</u> PER ANNUM
		\$	<u>21.18</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Applicant will be familiar with Navajo Nation, federal and state funding requirements and communicate with NN programs to ensure all funding contracts/grants are complete and accurate, i.e., funding applications, ensure budget and scope of work are performance based, assist with contract negotiation, NN review process and oversight committees' protocol, accepting funding award, executing funding contract/agreement, and modifications. Serve as liaison with NN programs to ensure all budget requests and compliance reports are developed accurately and timely. Coordinate and collaborate with funding agency representatives, independent auditors to resolve contract issues and concerns. Orientate NN programs on contract/budget preparation, implementation, contract compliance and closeout. Ensure corrective action plans on audit findings are responsive and timely. Perform technical writing and analysis to properly address contract matters, provide/recommend remedial measures to resolution. Assist in development of policy and procedures applicable to contracts and grants, attend meetings and budget hearings, i.e., Navajo Nation Council oversight committees, Division Directors, program managers, external funding agency representatives including BIA and IHS. This position is a subordinate to the Principal Contract Analyst, and both are subordinate to the Contracting Officer.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's Degree in Business or Public Administration, Accounting, Finance or related field; and three (3) years of contract and/or grant administration, analytical skill in budget, financial, federal regulations experience.

Special Requirements:

- A favorable background investigation is required.
- Navajo Nation Financial Management Information System (FMIS) specifically certification in Job Cost Module (JCM), other module certifications will be helpful. JCM certification to generate reports and to assess performance on funding contracts and grants. Budget set-up, track required reports and submission. Familiar with Navajo Nation personnel policies, Appropriation Act, Employment Preference and other NN laws.

(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:

Navajo Nation FMIS module(s) and certification(s). Federal and state regulations as applicable to contracts/grants. Excellent computer and software skills, specifically, MS Word, MS Excel, MS PowerPoint, and Outlook. Excellent skills in technical writing, public speaking, work under pressure and strict timelines. Ability to perform and be accountable, drive to learn and be a self-starter, exceptional interpersonal and communication skills.

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