

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OMB01615104

DATE POSTED: 02/13/18

POSITION NO: 241485

CLOSING DATE: 02/27/18

POSITION TITLE: Contract Analyst

DEPARTMENT NAME / WORKSITE: Office of Management & Budget, Administration Building #1, Window Rock, AZ

WORK DAYS: M - F REGULAR FULL TIME:  GRADE/STEP: AI63A

WORK HOURS: 8 am to 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 37,627.20 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 18.09 PER HOUR

TEMPORARY:

**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:**

- 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.

***(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.**