

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06411687

DATE POSTED: 03/28/16

POSITION NO: 243744

CLOSING DATE: 04/08/16

POSITION TITLE: PROJECT MANAGER

DEPARTMENT NAME / WORKSITE: DOH/Navajo Epidemiology Center/Window Rock, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB64A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 40,414.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 19.43 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Project management, coordination and implementation of survey, daily operations of the survey, procedures, protocols, fleet, quality assurance, generate maps using GPS coordinates on randomly selected households, monitor confidentiality and security of survey tool, problem solve, strategize and plan to achieve survey goals and objectives, develop survey report and dissemination plan. Supervisory, hire research assistants, monitor schedules, timesheets, problem solve, recommend corrective actions and evaluates. Project coordination with survey stakeholders and principal investigator, participate in community meetings, provide update on survey activities to NN Human Research Review Board, Chapters and Agency Prevention, IHS Division of Epidemiology and Disease Prevention, Arizona, New Mexico and Utah Departments of Health, and Tribal Epidemiology Centers. Survey data management, collection, entry, assist with analysis, provide training and security safeguards.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Health, Social Science or Health Systems Planning or a closely related academic discipline; and two (2) years experience in coordinating and implementing a population-based health survey to collect health data in the field of epidemiology.

Preferred Qualifications:

- Two (2) years of supervisory project management or community development experience.
- Proficient in Microsoft Office software or other computer software.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(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 project management practices and procedures. Knowledge of management and administrative principles and practices. Skill in establishing and maintaining effective working relationships. Skill in using effective verbal and written communication skills in the development of reports, presentations, training and information. Ability to demonstrate strong communication and interpersonal skills. Ability to monitor project status, and schedules.

<<A favorable background investigation is required>>

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