

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>OPV00210203</u>	DATE POSTED:	<u>05/26/15</u>		
POSITION NO:	<u>243184</u>	CLOSING DATE:	<u>06/09/15</u>		
POSITION TITLE:	<u>Programs and Projects Specialist</u>				
DEPARTMENT NAME / WORKSITE:	<u>OPVP/Telecommunications Regulatory Commission, Window Rock, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB63A</u>
WORK HOURS:	<u>8:00 am to 5:00pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>37,065.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>17.82</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Provides program guidance and direction to telecommunication industry. Reporting activities on all matters pertaining to project management. Defines and performs analysis of compliance with funding requirements. Organizes, implements, coordinates contract and grants administration. Prepares grant proposals to acquire funds in support of programs or projects. Reviews proposed or pending legislation for impact on program. Development tasks to improve workflow and operating efficiency. Makes recommendations to standardize and process. Performs a variety of administrative functions including prepares reports, correspondence and presentations related to project or program activities; evaluates and issues reports on progress; prepares analysis of program activities and results. Perform the most demanding management functions with expertise in a field of telecommunications. Work independently within diversified procedures and standards. Proactively interact with staff members and customers to directly influence and impact results of the program.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Public and Business Administration or in a closely related field.

Preferred Qualifications:

- Four (4) years of program related experience.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- 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:

The Navajo Nation Regulatory Commission sets guidelines which requires setting the parameters for programs/projects cohesively to achieve goals. Making the right decisions, providing performance feedback, giving subordinates authority to get work accomplished in the most efficient and timely manner. Computers and Electronics - Knowledge of electronic equipment, and computer hardware and software, including applications and programming. Knowledge of laws, legal codes, precedents, government regulations, executive orders, and agencies. Leadership is essential to promote and strengthen the telecommunication industry to benefit the Dine'.

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