

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OMB0169030

DATE POSTED: 08/04/14

POSITION NO: 240990

CLOSING DATE: 08/18/14

POSITION TITLE: Principal Contract Analyst

DEPARTMENT NAME / WORKSITE: Office of Management & Budget/Contracts and Grants Section, Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: Y67A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 50,544.00 PER ANNUM

SEASONAL: DURATION : \$ 24.30 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Provide technical assistance on preparation of contract/grant application; conduct technical review of funding application/award prior to signature and track the same; certifies contract/grant documents are accurate and complies with rules and regulations. Negotiates contracts/grants and attend related meetings. Monitors contract/grant to ensure terms and conditions are met, i.e., expenditure comply with budget, progress/financial reports filed, closeout is proper; reviews contract modifications and compliance reports. Participate in independent audit and advise on resolving audit findings. Interprets rules and regulations to programs and coordinates with programs to resolve contract/grant issues. Represents the Navajo Nation on matters regarding contract/grant including dialogue with funding agencies. Enter contract/grant in Financial Management Information System (FMIS) and generate applicable FMIS report to assess program performance on contracts/grants. Prepare applicable report and presentation to programs. Review work of Senior Contract Analyst (supervise).

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration or closely related field; and four (4) years of contract/grant administration experience.

Preferred Qualifications:

- A Master's degree in Business Administration.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

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:

Familiar with Indian Self-Determination and Indian Education Assistance Act, aka, P.L. 93-638. OMB Circulars A-133, etc. CFRs, e.g., 2 CFR 225 (formerly OMB A-87); grant/contract development and administration, negotiation techniques; analytical skills, e.g., financial and Budget; excellent written and verbal communication skills.

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