

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DOH06414333</u> | DATE POSTED: | <u>09/06/17</u> |
| POSITION NO: | <u>243739</u> | CLOSING DATE: | <u>09/19/17</u> |
| POSITION TITLE: | <u>Senior Programs and Projects Specialist</u> | | |
| DEPARTMENT NAME / WORKSITE: | <u>DOH/Navajo Epidemiology Center/Window Rock, AZ</u> | | |
| WORK DAYS: | <u>Mon - Fri</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> |
| WORK HOURS: | <u>8am - 5pm</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>AB67A</u> |
| | | \$ | <u>52,062.40</u> PER ANNUM |
| | | \$ | <u>25.03</u> PER HOUR |

DUTIES AND RESPONSIBILITIES:

This position will be expected to carry out the project with shrewdness and willingness to engage in the requirements of the Funding Opportunity Announcement, including cultural adaptations of effective public health interventions for cultural integrity, sharing data across tribal programs in the tribal community to be served, and providing outcomes to funding agency; Traveling to sites primarily within and at times outside the Navajo Nation to engage and encourage communities to develop plans to carry out an effective community chosen and culturally tailored interventions. Time spent with these communities will focus on program planning, performance management, and monitoring for success. Traveling outside the Navajo Nation would be necessary to meet with work groups, coalition meetings, and occasional project related conference attendance; Establish and/or strengthen existing partnerships with roles and responsibilities for each community intended to receive assistance from award and beyond; and strong communication with funding agency to provide efficient and prudent meetings and reporting.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of responsible program related administrative experience; or an equivalent combination of education and experience.

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