

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

REQUISITION NO:	<u>OMB01610842</u>	DATE POSTED:	<u>10/12/15</u>
POSITION NO:	<u>243299</u>	CLOSING DATE:	<u>10/23/15</u>
POSITION TITLE:	<u>Deputy Contracting Officer</u>		
DEPARTMENT NAME / WORKSITE:	<u>Office of Management and Budget / Contracts and Grants Section / Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB68A</u>
WORK HOURS:	<u>8 a.m. to 5 p.m.</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>56,721.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>27.27</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Implements rules/regulation and policies/procedures on development of grant application and ensure compliance with grant agreement; provide technical assistance on preparation of corrective action plan (CAP) on audit findings and advises on effective implementation of CAPs; reviews monitoring report issued on grants by staff and ensures findings are resolved; conducts technical review on grant application/award while they are in document review process and certifies those determined to be in compliance for approval; ensure reference number are grants are accurate and entered in FMIS correctly accordingly e.g., DUNS, SAMs, CFDA, etc.; develops briefing on the Nation's position on proposed rules on federal and state funding / budget; coordinate submission of the Nation's Indirect Cost (IDC) rate proposal to cognizant federal agency in accordance with applicable regulation; assist in development of policies / procedure on grants for internal Navajo Nation purposes; prepares report on status of audit, audit findings, federal budget, analysis on expenditure report on grants, close report on grants, etc.; assist with orientation of program on grants; attend meetings regarding grants; supervises subordinates and manages the office; handles other assigned duties.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Business Administration or Public Administration, Accounting, Finance or closely related field; and five (5) years of experience in the administration of grants and contract funding.

**Preferred Qualifications:**

- A Master's degree in Business Administration, Public Administration or closely related field.
- Two years of experience in contract and grant administration.
- Proficient in MS Office software and other computer applications.
- FMIS certification.

**Special Requirements:**

***(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, P.L. 93-638; OMB Super Circular, Code of federal regulation governing grants; grant/contract development and administration, negotiation techniques; analytical skills, e.g., financial and Budget; excellent written and verbal communication skills. Experience or familiar with Navajo nation annual budget development and oversight committees budget process. Familiar with accounting practices and procedures and related Navajo Nation, Federal, State, local laws and regulations. Supervisory experience, outstanding oral and written communications, effective writing relationships with others, etc.

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