

# ***PUBLIC NOTICE FOR POSITION BEING FILLED UNDER DIRECT HIRE AUTHORITY (DHA) FOR CERTAIN COMPETITIVE SERVICE POSITIONS (SECTION 9905)***

**Direct Hire Public Notice Number:** HNC-DHA-9905-19-003

**Opening and Closing Dates:** 14 Aug – 21 Aug 2019 (11:59pm CT)

**Position Title:** Procurement Analyst, (Multiple positions may be filled from this vacancy)

**Series/Grade:** GS-1102-13

**Duty Location:** Corps of Engineer - Huntsville, AL, Contracting, Oversight and Operations

**Salary Range:** \$91,396 - \$118,812

**Work Schedule:** Full-time

**Appointment Type:** Permanent

**Travel Requirement:** Temporary travel (TDY) up to 20% of the time may be required

**Relocation Expenses:** Relocation expenses or Relocation bonus may be authorized

**Who May Apply:** U.S Citizens, nationals, or those who owe allegiance to the United States.

**Qualifications Requirements:**

## **Basic Requirement for Procurement Analyst:**

Basic Requirement for Procurement Analyst:

Degree: Bachelor's degree (or higher degree) from an accredited educational institution and at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (The 24 semester hour requirement can be obtained within the bachelor's degree OR in addition to the degree.) OR

Exemption: You are exempt from the education requirements above if (A) you are a current DoD employee, in any occupational series, who has served on or before September 30, 2000, as follows: (1) Served as a GS/equivalent-1102 position or contracting officer position with authority to award or administer contracts above the SAT in any Federal agency, OR (2) Served as a military member in a comparable military occupational specialty; OR (B) you are a current member of the armed forces who occupied a position within an occupational specialty similar to the GS-1102 series on or before September 30, 2000.

In addition to meeting the basic requirement above, to qualify for this position you must also meet the qualification requirements listed below:

**Specialized Experience:** One year of specialized experience which includes work that involves the

development and promulgation of acquisition policies; reviewing acquisition strategies, justifications and approvals (J&As), negotiation strategies on major contracts; applying procurement laws, rules, regulations, decisions; coordinate internal compliance reviews and external audits inspections; directing procurement program; and providing guidance for contracting policies and procedures. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-12).

The ideal candidate will possess competencies in the following area: Contracting/Procurement Influencing/Negotiating, Preparation and Negotiation, and Procurement Analysis.

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone--no substitution of education for experience is permitted.

**Responsibilities/Duties:**

- Serve as a senior Procurement Analyst, who is the principle technical advisor responsible for planning and directing the work of same and lower graded personnel.
- Develop methods and procedures to ensure contractual documents are prepared and executed in accordance with established laws, regulations, and policies.
- Advise management of technical functional problem areas and recommends solution.
- Responsible for oversight of acquisition policy, pricing, automation, budget, and/or review and analysis activities to include contractual action reviews.

**Conditions of Employment:**

- 1) Must meet suitability for Federal employment
- 2) Will be required to provide proof of U.S. Citizenship
- 3) Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration
- 4) Secret Clearance may be required
- 5) Will be required to serve a 2 year probationary period
- 6) This is a Career Program (CP) 14 position
- 7) Acquisition certification in Career field Contracting up to Level III is required within 24 months of entrance on duty.
- 8) A Financial Disclosure OGE-450 will be required at the time of appointment and annually thereafter.

**How to Apply:**

Please provide your current resume and a copy of transcript to:

*Via Email:* to [CEHNC-DirectHireAuthority@usace.army.mil](mailto:CEHNC-DirectHireAuthority@usace.army.mil). Please ensure your email has the following subject line: HNC-DHA-9905-19-003, Procurement Analyst, GS-13. Application packages will be accepted through 11:59pm CT on 22 Aug 2019.

***Application packages that are received after the closing date,  
or do not contain resume will not be considered.***