

JOB TITLE: Program Specialist (Contracting Officer's Representative)

AGENCY: The Federal Protective Service

SERIES & GRADE: GS-0301-9/11/12

POSITION INFORMATION: Full Time Permanent

DUTY LOCATIONS: Multiple Locations:

- Washington, D.C.
- Grand Prairie, Texas
- San Diego, CA

DUTIES:

Developing and coordinating the completion of contract-related Management Decision Documents, Contract Scopes of Work, Evaluation Plans, Independent Government Estimates (IGCE's), Technical Evaluation Criteria and Quality Assurance Surveillance Plans, Market Research Reports and other procurement documents for acquisition programs. Preparing and presenting formal and informal presentations pertaining to projects/programs to Project Managers, mid- and senior-level management, and maintaining liaison with counterparts at higher levels (regional, Headquarters), on policy and program issues.

QUALIFICATIONS REQUIRED:

To qualify for the GS-09 grade level, you must meet one of the following:

Have one year of specialized experience at the next lower grade level, comparable in scope and responsibility to the GS-07 level in the Federal service (obtained in either the public or private sector). Experience includes activities such as: 1) monitoring contractor progress; 2) monitoring contract costs, types of service, schedule, and performance; and 3) providing input during contract negotiations. NOTE: The content of your resume must support your answer.

To qualify for the GS-11 grade level, you must meet one of the following:

Have one year of specialized experience at the next lower grade level, comparable in scope and responsibility to the GS-09 level in the Federal service (obtained in either the public or private sector). Experience includes activities such as: 1) coordinating services under various contract types; 2) monitoring and ensuring work is performed as described in a product and/or service contract; 3) monitoring contract costs, schedule, and performance; and 4) serving as a technical expert during contract award process that may include negotiations. NOTE: The content of your resume must support your answer.

To qualify for the GS-12 grade level, you must meet the following:

Have one year of specialized experience at the next lower grade level, comparable in scope and responsibility to the GS-11 level in the Federal service (obtained in either the public or private sector). Experience includes activities such as: 1) assisting in organizing the quality assurance and management process for both product and service contracts; 2) serving as a technical expert during contract negotiations; 3) ensuring that contractors meet the requirements outlined in the contract; and 4) creating requirements documentation during the pre-award, award and post-award contract process (cradle to grave), invoice management through the payment process. NOTE: The content of your resume must support your answer.

HOW TO APPLY: Interested candidates are required to follow the guidelines outlined below and submit the required documentation by December 3, 2020, 11:59 p.m., to careers@fps.dhs.gov, to be considered for this position.

- Submit a current resume
- Submit required documentation to apply under a non-competitive hiring authority to include:
 - o SF-15(10 Point Veteran Application)
 - o DD Form 214 (Certificate of Release or Discharge)
 - o Veterans Administration Letter
 - o Statement of current Active-Duty status
 - o SF-50 (Notification of Personnel Action)
 - o Schedule "A" letter
- Include the following information in the email subject Application for name, position title, series, grade, location applying for. (Example: Application for Joe Brown, Contracting Officers Representative, GS-9/11/12, Los Angeles, CA).

NEXT STEPS: Complete applications received by the deadline will be reviewed by FPS Human Resource Specialists. Resumes received by the deadline will be reviewed FPS Human Resource Specialists. Qualified candidates will be referred to our Hiring Managers and potentially receive an interview request prior to the end of the business day on December 4, 2020.