

Federal Career Intern Program

Contract Specialist, GS-1102-11

Entry Level: GS-07

OPEN: 08/04/2010

CLOSE: 08/04/2010

DESCRIPTION: This is a formal, two-year paid internship with the Department of Navy. The selected will perform contract functions for healthcare and other personal and non-personal contracts valued over \$12 million. The position requires frequent communications, orally and in writing. The position is part of the federal acquisition workforce.

Accordingly, the provisions of the Defense Acquisition Workforce Improvement Act (DAWIA) apply. The DAWIA category for the position is Contracting and it requires a Level II Certification under DAWIA. The position requires the annual submission of an Office of Government Ethics Form 450 Executives Branch Confidential Financial Disclosure report and annual completion of Ethics training. Individuals successfully completing the program may be non-competitively converted to a permanent Federal position.

STARTING SALARY: \$42,199

LOCATION: Naval Medical Center San Diego, Directorate for Administration, Material Management Department

PROMOTION POTENTIAL: Promotion to the next higher level is contingent upon satisfactory completion of training requirements and continuous satisfactory performance.

BASIC REQUIREMENTS:

Applicants must have completed a baccalaureate degree and at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods and organization management.

QUALIFICATION REQUIREMENTS:

GS-7: One year of experience equivalent to at least the GS-5 is required at the GS-7 level.

EMPLOYMENT BENEFITS:

Career Development Opportunities/Vacation and Sick Leave Program/Health and Life Insurance/Retirement Plan

NOTE: This position is Full Time, 8 hour shifts, Monday - Friday.

HOW TO APPLY:

Submit the following documents:

a. Resume (must indicate name of employer, month and year from beginning to end of employment, and hours worked per week ;)

PLEASE SEE ATTACHED SAMPLE

b. College Transcripts (copies accepted)

c. DD214, Certificate of Release or Discharge from Active Duty

d. SF-15 and required documentation if claiming 10-point veteran's preference

SUBMIT TO: Rachel.Takashima@med.navy.mil via e-mail only!

VETERAN'S PREFERENCE: Will be applied in accordance with Title 5 USC, Section 2108. For more information please see OPM's Veterans Guide that provides regulatory guidance in determining veteran's preference for hiring and is available at: www.opm.gov/veterans/html/vetguide.htm