



JOB TITLE	Contract Specialist
AGENCY	Commander, Navy Installations Command
BRANCH	Facilities & Acquisitions, N944
JOB ANNOUNCEMENT NUMBER	14/10/15012
SALARY RANGE	\$53,000.00 to \$73,000.00 / Per Year
OPENING DATE	Wednesday, October 22, 2014
CLOSING DATE	Wednesday, November 5, 2014
SERIES & GRADE	NF-1102-04
POSITION INFORMATION	Full Time - Permanent
NUMBER OF VACANCIES	2
DUTY LOCATION(S)	Millington, TN
WHO MAY APPLY	U.S. Citizens

JOB SUMMARY:

Commander, Navy Installations Command (CNIC) offers innovative, exciting and meaningful careers linking military and civilian talents to achieve our mission and safeguard our freedoms. CNIC provides competitive salaries, comprehensive benefits, and extensive professional development and training.

The mission of the Fleet and Family Readiness (FFR) Programs is to maximize the physical, emotional and social development of the fleet, fighter and family. FFR enables a ready Navy force through its Fleet Readiness, Family Readiness, and Housing Programs. We provide direct and support services to all non-appropriated fund (NAF) employees who work for Morale, Welfare and Recreation (MWR), Child and Youth Programs (CYP), Navy Gateway Inns & Suites (NGIS), and Bachelor Housing (BH) throughout the Fleet and Family Readiness Program worldwide.

The purpose of this position is to serve as a Contract Specialist in providing procurement and procurement-related support to OSD; Commander, Navy Installations Command (CNIC) headquarters; and CNIC Fleet & Family Readiness (F&FR) activities (including NGIS and Fisher House). Incumbent provides specialized expertise in the procurement of supplies, services, and equipment.

DUTIES AND RESPONSIBILITIES:

Provides acquisition guidance and technical assistance by interpreting procurement policies, reviewing performance work statements, solicitations and contract requirements for supplies and services. The review includes directives, selection of sources, acquisitions methods and documentation. The guidance, assistance, and reviews are provided to OSD, CNIC Headquarters personnel, and all F&FR field activities worldwide.

Receives and analyzes purchase requests and other related documents for a variety of supplies and services unique to OSD and CNIC F&FR needs. Determines best method of procurement, such as formal negotiated contract, purchase order, delivery order, or purchase card. Selects appropriate contract type, contract terms, pricing provisions, applicable contract clauses, acquisition methods, and conducts negotiations for a wide range of contractual actions.

Negotiates with contractors on non-routine problems such as cases where no precedent has been established and when procuring first-time highly technical or complex supplies and equipment. Takes action through contractor or by direct negotiation with other companies to secure needed items and services with urgent priority, assuring that all legal and regulatory requirements are accomplished. Conducts pre-performance conferences when needed to clarify the procurement.

Maintains liaison between OSD, CNIC, F&FR personnel and contractors in order to explain directives and policies, clarify contractual and/or technical requirements and obtain knowledge on current and projected requirements in order to develop adequate sources of procurement.

Maintains a continuing knowledge of current developments in industry and the purchasing field, and provides expertise in all areas of NAF and APF contracting. Provides advisory purchasing assistance to OSD, CNIC Headquarters and F&FR personnel pertaining to the resolution of purchasing problems.

QUALIFICATIONS REQUIRED:

Must have a baccalaureate degree that included at least 24 semester credit hours in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

Must have at least 2 years of experience in a contracting related field.

Must have completed or complete within 18 months of assignment to the position the following contracting courses or equivalents: NAF Advanced Contracting Course, CON 100, 200, 216, 280, 290 and CLC 056.

Requires specialized knowledge and experience in government NAF and/or APF procurement policies and procedures, in analyzing and applying procurement regulations. Requires knowledge of effective communication techniques, oral and written. Must possess good interpersonal skills enabling incumbent to work effectively with others at all levels.

Experience processing procurement actions over the \$150K threshold, to include all phases of the process from pre-solicitation to contract close-out preferred. This includes preparing RFPs, Source Section Plans, Pre-negotiation Memorandums, Contracting Officer Award Determinations, and Contract Awards.

Requires familiarity with Federal statutes, Department regulations, and various industry practices, publications, and trends. Also requires analytical skills sufficient to evaluate records, reports, regulations, and other relevant materials as a basis for conducting procurement assist visits and providing training as a result of assist visit findings.

Experience providing guidance and assistance to customers with interpreting procurement policy, and preparing and executing formal contracts through the complete process of pre-solicitation through post award is preferred.

TRAVEL REQUIRED

Up to 5%

RELOCATION

Relocation is negotiable.

OTHER INFORMATION

This position has an education requirement; applicants MUST provide a copy of transcripts for verification. Applicants must meet all qualification requirements by the closing date of this announcement. Failure to submit any of the required documents by the closing date of this announcement will result in your removal from consideration for this position.

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required. We utilize E-Verify to confirm selectee's eligibility to work in the United States. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodations should email their request to MILL_MWR_Recruitment@navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED:

Using the qualifications of the positions, a predetermined Ranking and Rating Criteria of knowledge, skills and abilities will be used for each application.

BENEFITS:

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan). You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY:

Send your resume via email to: MILL_MWR_Recruitment@Navy.mil

Or mail to: CNIC, Fleet Family Readiness (FFR) Division (N941), 5720 Integrity Drive, Millington, TN 38055-6530

Please visit our webpage at <http://www.navymwr.org/jobs> to find a sample resume format and information on Military Spouse Preference. If you are claiming Veteran's Preference, please submit a copy of your DD214.

Please direct inquiries to: MILL_MWR_Recruitment@Navy.mil

REQUIRED DOCUMENTS:

- Resume
- Proof of Education (transcripts)
- Any other supporting documentation
 - DD-214 if claiming Veteran's Preference

AGENCY CONTACT INFO:

Commander Navy Installation Command
Phone: (855) 271-4616
Email: MILL_MWR_RECRUITMENT@NAVY.MIL

Commander, Navy Installations Command
CNIC HQ NAF Human Resources N941
5720 Integrity Drive
Millington, TN 38055-6530

WHAT TO EXPECT NEXT:

All applicants will be notified regarding their status. Applicants will either be contacted for an interview or sent an email of non-selection 4-6 weeks after the announcement closing date. If selected for an interview, applicants can expect to be contacted 1-3 weeks after their interview with a position officer or notification of non-selection.