



Office of Human Resources

Vacancy Announcement

24 HOUR DIAL-A-JOB: (202) 287-3102

AN EQUAL OPPORTUNITY EMPLOYER

THIS IS NOT A FEDERAL POSITION

Reissued to extend closing date.

OPENING DATE: August 22, 2005
REISSUE DATE: September 15, 2005
CLOSING DATE: September 30, 2005

Table with 3 columns: POSITION TITLE/SERIES AND GRADE, ORGANIZATION, ANNOUNCEMENT NUMBER. Row 1: Grant/Contract Administrator, Office of Sponsored Projects, 05DT-1225. Includes salary ranges and promotion potential.

DUTY LOCATION: Washington, DC

AREA OF CONSIDERATION: All qualified candidates may apply including individuals with a disability. The Smithsonian provides reasonable accommodations to applicants with disabilities.

DUTIES: The Office of Sponsored Projects (OSP) is a primary point of administrative interface between the Smithsonian, public and private organizations that provide funds for research, exhibitions and other sponsored activities and Federal government officers charged with writing/enforcing regulations related to research funded through grants and contracts.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is defined as experience in those tasks generated by the development of new and maintenance of existing OSP pre-proposal functions; tasks related to the preparation of proposals for submission to governmental agencies, foundations, corporations and other funding institutions; tasks related to the negotiation of awards with sponsors; tasks generated by the administration of grants and contracts; and staff assignments in support of OSP or special assignments from the Director and/or the Supervisor. For grade 11, applicants may also qualify if they possess a Ph.D. or equivalent doctoral degree, or three (3) full years of progressively higher-level graduate education leading to such a degree or LL.M., if related. A combination of qualifying education and experience may be used to meet the qualification requirements. Applicants who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

NOTE: The Smithsonian does not recognize academic degrees from schools that are not accredited by an accrediting institution recognized by the Department of Education. Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from federal employment to removal from federal service.

In addition to the qualifications described above, applicants will be further evaluated by Selective and Quality Ranking Factors. Applicants are strongly encouraged to specifically address the factors described below.

Selective Factors: *(Applicants must meet all of these mandatory requirements in order to be considered qualified to compete for a position).*

1. Knowledge of regulatory compliance issues with federal sponsors, including care and use of animals in research, protection of human subject participants in research and standard grant or contract representations and certifications.
2. Knowledge of grant and contract administration theories, principles and practices.
3. Experience developing proposal budgets (Spreadsheet software experience preferred), and experience negotiating award terms and conditions with various federal and private sponsors.

Quality Ranking Factors: *(These factors are not mandatory to be considered for a position, but will be used to determine who are the highest qualified candidates among those who meet the selective factors).*

1. Skill in problem solving, handling multiple tasks concurrently, and working in teams.
2. Skill in oral communication to recommend, explain, and implement complex procedures, policies, guidelines, and requirements in coordination and completion of multiple assignments within short time frames.
3. Skill in written communication to prepare proposal budgets, grant and contract award documents, memoranda and reports.

NOTE: RELOCATION EXPENSES WILL NOT BE PAID

How to Apply:

1. The Smithsonian Institution does not require a standard application form, but we need certain information to evaluate your qualifications. You may apply using a resume, the Optional Application for Federal Employment (OF-612), or any other written application form you choose. See page 3 for further instructions.
2. Clearly describe in your resume or application your work experience, education and/or training as it relates to this vacancy. It is very important that you fully address how your work experience and education/training meet **both the specialized experience** requirement and the **selective factors**. This information will be used to determine whether or not you are qualified for this vacancy. Selective factors establish qualifications to be eligible to compete for the position. Quality Ranking Factors are not mandatory but are used to determine who are the highest qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience, education/training relative to the job requirements of this vacancy.
3. The attached Background Survey Questionnaire should be completed by all candidates, except Smithsonian Institution employees, and returned with the application. This form is for gathering statistical data and will not be a part of the application.

Applications must be received by the closing date and may be submitted in the following ways:

Mail: Smithsonian Institution, Office of Human Resources, P. O. Box 50638, Washington, DC 20091.

Fax: 202-275-1114

Hand Deliver or FEDEX: 750 Ninth Street, N. W. Suite 6100, Washington, DC 20560.

To obtain information on the Trust Fund Hiring Process, hear about other Smithsonian vacancies, request vacancy announcements, or an Optional Application for Federal Employment (OF-612) call our automated Jobline on (202) 287-3102 (accessible 24 hours, 7 days a week). Or review our vacancies on-line at www.si.edu/ohr or www.usajobs.opm.gov.

For further information please call (202) 275-1102 (voice) or (202) 275-1110 (TTY).