Job Opportunity for
Management & Program Analyst - Recent Graduate
GS-0343-9 (with full promotion potential to the GS-13)

Open & Close Dates: 7/27/2023 to 08/1/2023
This job will close when we have received 30 applications which may be sooner than the closing date.

Vacancies: 1

Duty Location: Washington, DC.

Summary
The position is with the Department of Commerce, International Trade Administration (ITA) Headquarters, within the Industry & Analysis business unit, located in Washington, DC. The incumbent of this position will serve as a Management & Program Analyst.

Duties
As a Management and Program Analyst, you will perform analysis and advisory assignments related to program efficiency, effectiveness, and management of operations.

Duties include, but not limited to:
- Plans and coordinates the Strategic Partnership Program to promote U.S. exports and provides support to execute partner events and activities.
- Develops and disseminates trade information to U.S. businesses and associations.
- Facilitates communication and collaborations between public and private sector partners to ensure all parties are working towards common goals.
- Monitors, tracks, and collects information on partnership activities and progress by ensuring partners report measurable results that align with the mission and priorities of the organization.

Requirements
Conditions of Employment
- You must be suitable for Federal employment.
- You must be a U.S. citizen.
- You must be registered for Selective Service if applicable (www.sss.gov).

*A one year probationary/trial period may be required.
*Payment of relocation expenses is not authorized.

Qualifications
Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at: http://www.opm.gov/qualifications.

All qualification requirements must be met by the closing date of this announcement. Qualification claims will be subject to verification.

The eligible individual must apply for the position no later than 2 years after the individual received their degree. In the case of an individual who has completed not less than 4 years of intervening obligated service in a uniformed service, the application must be received no later than 2 years after the individual was released or discharged from that uniformed service.

Federal experience is not required. The experience may have been gained in the public sector, private sector or Volunteer Service. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/year, and indicate
number of hours worked per week, on your resume.

You must meet the following requirements by the closing date of this announcement:

**SPECIALIZED EXPERIENCE GS-09**: Applicants must have one year of specialized experience equivalent to the GS-07 level in the federal service. Specialized experience is experience that has equipped you with the particular ability, skill, and knowledge to successfully perform the duties of this position and is typically in or related to this line of work. Examples of specialized experience include: Assisting with program reviews and analysis, presenting research findings regarding operational efficiency, providing recommendations and briefs for management review.

OR at least one of the following if using education to qualify at this grade level:

(A) a master's or equivalent graduate degree; if related

OR

(B) 2 full years of progressively higher level graduate education leading to such a degree; if related

OR

(C) LL.B. or J.D., if related

OR

(D) A combination of specialized experience equivalent to the GS-07 level in or related to the work of this position AND education graduate level education that provided the specific knowledge, skills and abilities to successfully perform the duties of this position and experience. Experience and education combinations are computed by first determining the total qualifying experience as a percentage of the experience required for the grade level; then determining the total of qualifying education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify at that grade level.

Qualification requirements must be met by the closing date of this announcement. Qualification claims will be subject to verification.

**National Service Experience (i.e., volunteer experience)**: Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**Current or Former Political Appointees**: The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations e.g., professional; philanthropic, religious; spiritual; community, student, social). Volunteer work helps build critical competencies; knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**Reasonable Accommodations**
The Department of Commerce provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office. The decision on granting reasonable accommodation will be on a case-by-case basis.
Equal employment opportunity policy
The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Overview

Accepting applications for Management & Program Analyst

Salary: $64,957 - $84,441. Click below for OPM GS pay scale.


Pay scale & grade: GS 9

Telework eligible: Yes—as determined by the agency policy.

Travel Required: None

Relocation expenses reimbursed: No

Appointment type: Permanent

Work schedule: Full-time

Service: Competitive

Promotion potential: GS-13

Job family (Series): 0343 Management & Program Analyst

Supervisory status: No

Security clearance: None

Drug test: No

Position sensitivity and risk: Low Risk

Trust determination process: Suitability/Fitness, National security

Announcement number: ITA-NC-OCFAO-2023-0002

How to Apply:
Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

Please send your resume and academic transcript indicating completion of your college degree to ITAHire@trade.gov. (Important: Please redact/do not email any personally identifiable information, such as SSN, student ID, or address. Your name, city, state, and email address will suffice.)

Required Documents:
A complete application consists of the following:

Resume showing relevant experience; cover letter optional. Your resume must indicate your citizenship and if you are registered for Selective Service if you are a male born after 12/31/59. Your resume should also list your educational and
work experience including the start and end dates (mm/dd/yy) of each employment along with the number of hours worked per week.

- **Education.** This position requires proof of higher education, and you must submit an unofficial transcript. Education completed in foreign colleges or universities may be used to meet the requirements. Please refer to [www.opm.gov/qualifications/policy/ApplicationOfStd-04.asp](http://www.opm.gov/qualifications/policy/ApplicationOfStd-04.asp) for more information. You are not required to submit official documents at this time; copies are sufficient.

- **Transcript(s).** All applicants MUST furnish a copy of their academic transcript(s); unofficial copies are acceptable. If selected, you will be required to provide official transcripts showing enrollment or course registration for the current academic semester. If selected, you will need to provide official transcripts to verify your educational qualifications prior to entrance on duty.