

National Telecommunications and Information Administration (NTIA) Non-Competitive Job Alert

JOB ALERT: National Telecommunications and Information Administration is seeking to fill an Information Technology Specialist (IT Project Manager) position!

JOB ALERT!!! The National Telecommunication and Information Administration, Information Technology Division, Office of the Chief Information Officer (OCIO), is seeking to fill an Information Technology Specialist, GS-2210-14 position located in Washington, DC. Relocation support is not authorized.

The OCIO plans to hire an Information Technology Specialist (IT Project Manager) to help manage the IT budget and acquisition programs for ITD. The selected applicant will be responsible for supporting the information technology that enables NTIA meet its mission - advising the President on telecommunications and information policy issues, including policy and programs designed to expand broadband Internet access and adoption in America, expanding the use of spectrum by all users, and ensuring that the Internet remains an engine for continued innovation and economic growth. It's an exciting time to join NTIA with the growth of these programs.

The Department is ONLY accepting resumes from qualified candidates that are eligible under the Schedule A, 30% or more disabled veterans, or Veterans Recruitment Appointment (VRA) non-competitive hiring authorities. For more information on veteran hiring authorities, please visit: <https://www.fedshirevets.gov/job-seekers/veterans/special-hiring-authorities/#content>

Organization

The mission of the Department of Commerce (DOC) is to create the conditions for economic growth and opportunity. DOC promotes job creation and economic growth by ensuring fair trade, providing the data necessary to support commerce and constitutional democracy, and fostering innovation by setting standards and conducting foundational research and development. Through our bureaus and 50,508 employees (as of December 1, 2021) located in all 50 states, every U.S. territory, and more than 86 countries, we provide U.S.-based companies and entrepreneurs invaluable tools through programs such as the Decennial Census, the National Weather Service, NOAA Fisheries, and the Foreign Commercial Service. Among many other functions, the Department oversees ocean and coastal navigation, helps negotiate bilateral trade agreements, and enforces laws that ensure a level playing field for American businesses and workers.

Position Description

The incumbent leverages Project Management skills to direct, lead and coordinate activities of ITD's IT projects, including the work of contract support staff. works on NTIA's Oversight activities include analyzing and supporting NTIA's ITD programs, including legacy and modernization programs, monitoring and managing budget and acquisitions, and ensuing security policies and procedures are followed.

General Duties and Responsibilities:

Direct, lead, and coordinate activities of IT projects to ensure established milestones are accomplished on time, within prescribed funding parameters, and in accordance with client business objectives. Monitor staff and contractor efforts and use of resources to ensure effective and efficient expenditures and attainment of project goals.

Develop acquisition documentation such as Statements of work (SOWs) and Statements of Objectives (SOOs) for procurement actions leading to acquisition of IT systems, equipment and services required for projects.

May also assist in producing NTIA IT policies, procedures, and plans in response to OMB, legislative and Departmental requirements, including security.

To Apply

Email your resume, Cover Letter, professional references, non-competitive eligibility (NCE) documents to: vashworth@ntia.gov and vets@doc.gov by COB **27 June 2022**. **Personally Identifiable Information (PII) must be redacted or removed prior to sending any documents as a part of this application. Examples of PII are social security numbers (even if truncated to the last 4), date of birth and specific medical information. DD 214s and VA disability letters often have PII on them, please review your document carefully before sending.**

Note: The Subject line should clearly indicate the position for which you wish to be considered. Please ensure the content of your resume adequately addresses the qualification requirements of the position as listed in the solicitation announcement.

Selection will be made without discrimination for non-merit reasons such as race, color, religion, sex, national origin, age, handicapping condition, marital status, sexual orientation, or political affiliation.