

U.S. Department of Commerce
International Trade Administration (ITA)
Non-Competitive Job Alert

JOB ALERT: ITA is seeking to fill two Management and Program Analysts (Contracting Representatives (COR) with a COR 3 Certification!

JOB ALERT!!! The U.S. Department of Commerce (DOC), International Trade Administration (ITA), Office of the Chief Financial and Administrative Office (OCFAO) is seeking to fill a Management and Program Analyst (Contracting Representative with a COR 3 Certification), GS-0343-13/14 position in Washington, DC. Relocation support is not authorized.

The position is in the International Trade Administration, OCFAO (Office of Chief Financial and Administrative Officer). The incumbent will work closely with Project and/or Program Managers to oversee the performance of contracts and to ensure that contractors comply with all the requirements of statements of work, specifications, or performance work statement. In general, when requested by the Contractor, the COR will provide technical assistance within the scope of the contract (e.g., interpreting specifications, statement of work, performance work statement, etc.). When a difference of opinion between with the Contractor occurs, you will work with the Contracting Officer and/or the Contract Specialist immediately to resolve disputes and find resolution.

The Department is ONLY accepting resumes from qualified candidates that are eligible under Schedule A.

Organization

The mission of the International Trade Administration is to create prosperity by strengthening the international competitiveness of U.S. industry, promoting trade and investment, and ensuring fair trade and compliance with trade laws and agreements. ITA works to improve the global business environment and help U.S. organizations compete at home and abroad.

General Duties and Responsibilities:

Monitoring and evaluating the contractor's performance to determine if it meets the standards set forth in the contract. If applicable and in accordance with FAR 42.302, the COR shall monitor contractor compliance with specifications or other contractual requirements requiring the delivery or use of environmentally preferable products, energy-efficient products, products containing recovered materials, and bio-based products. Monitoring and evaluating whether the contractor meets the technical requirements under the contract by the delivery date(s) and/or within the period of performance. Evaluating whether the contractor performs within the price or estimated cost stated in the contract, Review and approve invoices using the rates and other fees established in the contract. Review the Contractor's invoices/vouchers for reasonableness and applicability to the contract and recommend approval or rejection for payment. Determine

and list the deliverables required from the contractor, with due dates. Review and analyze risk (low, medium, and high), as appropriate. Conduct market research to establish requirements and identify the marketplace for goods or services.

To Apply

Email your resume, Cover Letter, professional references, non-competitive eligibility (NCE) documents to: Chasity Tucker-chasity.tucker@trade.gov by COB **30 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.**

Note: The Subject line should clearly indicate the “Management & Program Analyst/Contracting Representative position” 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.