



Employment Opportunity

U.S. Department of the Interior Office of Insular Affairs

Program Analyst (Insular Affairs) Washington, D.C.

Entrance Salary: GS-05 (\$31,751) or GS-7 (\$39,330) with career track to GS-13 (\$82,961)

Are you a bright and skilled fact-finder looking for a challenging place to start a career in the Federal government? This is an exciting developmental opportunity to refine your skills and talent in the field of Insular Affairs. If you have the skills we need and the drive it takes to be successful in the policy arena, we want your application!

This is an entry-level opportunity designed for applicants who have little or no work experience but possess a solid educational background in business or public administration and a strong desire to succeed. As a trainee, you will be given a wide range of assignments from senior policy and program analysts designed to broaden and enhance your analytical skills. Each year, you will be eligible for a promotion to the next grade level (typically around a \$10,000 increase in salary) until you reach the full performance level for this position of GS-13 (current salary is \$82,961).

Who We Are

The Office of Insular Affairs (OIA) has responsibilities for certain U.S. insular areas (American Samoa, Guam, the U.S. Virgin Islands and the Northern Mariana Islands) and the freely associated states (the Marshall Islands, the Federated States of Micronesia and Palau). OIA carries out some of the Secretary of the Interior's duties in Midway, Palmyra, and Wake Atolls. OIA's Policy Division is responsible for proposing, negotiating, and implementing policies and programs of the U.S. in insular areas and making recommendations for their improvement; carrying out major studies of policies and programs of a complex nature; participating in bilateral and multilateral negotiations on international agreements; and analyzing and monitoring technical assistance projects, trust funds, reimbursable agreements, and certain budgets and grants for the Office.

How to Qualify

FOR THE GS-07 GRADE LEVEL:

Applicants must have **one** of the following:

a.) **Education:** Completion of a 4-year degree with a 3.0 overall GPA, 3.5 GPA in your major, OR membership in a national scholastic honor society. Preferred degrees would be in business, international business, or public administration. **College transcripts are required with application. (Unofficial transcripts are acceptable).** OR candidates with one year of graduate coursework leading to a degree may also qualify.

b.) **Experience:** One year of work experience which included reviewing programs and/or policies and making recommendations. **Experience must be clearly represented in your resume.**

FOR THE GS-05 GRADE LEVEL:

a.) **Education:** Completion of a 4-year degree from an accredited institution. OR

b.) **Experience:** 3 years of general work experience that demonstrate the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and communicate effectively orally and in writing

Veterans' Preference: Certain military veterans are eligible to receive preference for this vacancy. To claim preference, you will need to submit forms DD-214 and SF-15 (if applicable) as well as the documentation required by that form. Documents must be received by the closing date in order to receive preference. To read more about veterans' preference or to see if you are eligible, please visit:

<http://www.usajobs.opm.gov/EI3.asp>

TO APPLY: Please send your resume, transcripts (if using education to qualify), and veterans' preference documentation (if applicable) to: Chad Weimer, Human Resources Specialist at Chad.Weimer@mms.gov. If you can't submit your application electronically, please fax it to 703-787-1046 (Attn: Chad Weimer).

This vacancy will be open continuous through November 24th. Cut-off dates for this position will occur on September 24, October 24, and November 24th, with qualified resumes being forwarded to the hiring manager at that time. Please apply and submit your application no later than **Sunday, November 24th**. For questions about this position, Chad Weimer can be reached at 703-787-1485.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.