

**NOAA JOB OPPORTUNITY FOR NON-COMPETITIVE
CONSERVATION CORPS ACT / SEA GANT JOHN A. KNAUSS MARINE POLICY
FELLOWSHIP DIRECT HIRE ELIGIBLE**

Last updated: 2/29/2024

Open Period:

March 1, 2024 - March 11, 2024

Title, Series, Band/Grade:

Management and Program Analyst, ZA-343-03 (with promotion potential to Band 4)

Duty Station:

Silver Spring, Maryland

Telework eligible:

Yes, per agency guidelines

Salary:

ZA-03 \$82,764 - \$128,956

Who May Apply/Area of Consideration:

Conservation Corps Act / Sea Grant John A. Knauss Marine Policy Fellowship Direct Hire eligible

Relocation: No Relocation Expenses will be paid, and Relocation or Recruitment Incentives are not authorized.

Security Level:

Low Risk

Background:

This position(s) will serve as a **Program officer for one or more Sea Grant programs, as well as manage a topical area (ie. extension or interdisciplinary work)**. This position(s) is within NOAA's Office of Oceanic and Atmospheric Research located in Silver Spring, Maryland. The NSGO provides leadership and oversight for the National Sea Grant College Program (Sea Grant), which is a network of 34 university-based programs that work to enhance the practical use and conservation of coastal, marine, and Great Lakes resources in order to create a sustainable economy and environment.

Duties:

This position(s) will require someone with strong communication and coordination skills who is able to multitask and solve problems while thinking quickly but keeping calm during a high-tempo day. This position will include being both a Program officer for one or more Sea Grant programs, as well as manage a topical area (ie. extension or interdisciplinary work). The individual selected will:

- Coordinate and administer one or more National Sea Grant College Program portfolios and/or activities to achieve effective operations.
- Analyze National Sea Grant College Program requirements, policies, regulations, and guidelines in order to provide effective and efficient information, interpretation, recommendations, and implementation.
- Serve as a liaison between the federal government, universities, and partners for an assigned portfolio which could include topical or programmatic partnership development and implementation. This may include interacting with internal and external partners to anticipate and share emerging needs and updates from a network or working group to a higher-level position.

Specific duties will include:

- Engage with agency and administration leadership and staff.
- Identify and support partnerships related to Sea Grant priorities.
- Develop funding opportunities and other program requirements.
- Carry out proposal reviews, process grant actions and provide oversight of active grant awards.
- Organize and support meetings with grant recipients, which may include annual gatherings.

Travel Required:

Up to 15% of domestic travel required.

Knowledge, Skills, and Abilities (KSAs):

- Ability to develop reports, or other communications, for management in order to achieve the objectives of a marine resources project, program, or organization.
- Ability to communicate information in a variety of ways to senior personnel and leadership.
- Ability to coordinate effectively across an organization at all levels.
- Ability to analyze programmatic resources, procedures, and policies of a marine resources program or organization, in order to provide recommendations to advance

- organizational goals and objectives.
- Ability to maintain positive working relationships across an organization to achieve mission goals and objectives.
 - Knowledge of analytical and evaluative methods, as applied to marine resources projects/programs, in order to make recommendations to improve operational/organizational effectiveness and efficiency.
 - Ability to perform grant application review, selection, and processing to include ensuring compliance with program procedures.

To be considered for employment, applicants must be U.S. Citizens or National.

Specialized Experience Statement:

To qualify at the ZA-3 which is equivalent to a GS-11/12 level:

SPECIALIZED EXPERIENCE: In addition to meeting the Basic Requirements above, applicants must also possess one full year (52 weeks) of specialized experience equivalent to the ZP-2 or GS-7/9 in the Federal service.

Specialized experience MUST include all of the following:

- Experience coordinating program activities to evaluate data and information and recommend solutions to operational or management issues in support of marine resources programs, activities, and operations; and
- Experience reviewing and preparing reports, correspondence, and other communications (e.g., briefings, press releases, testimony, bulletins, memos, etc.) to management to achieve the objectives of marine resources projects, programs, or policies.

OR

SUBSTITUTION OF EDUCATION: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

OR

COMBINATION OF EDUCATION AND EXPERIENCE: A combination of education and experience as described above.

NOTE: Only graduate education in excess of two years is qualifying for combination.

How to Apply:

Apply via email. See below:

Subject: [Last name], [First name] – PO/Analyst

Attachments:

- Resume
- Direct-Hire eligibility letter
- Cover letter which includes a *statement of interest and a brief description of your qualifications as they relate to this Opportunity*

Send your application packet to seagrant.jobs@noaa.gov.

If you do not have your Direct-Hire eligibility letter, contact your Fellowship/Internship Program Manager.

Note: Please remove any PII (Personally-Identifying Information)

Additional Questions – Point of Contact:

Nikola Garber, Ph.D.

National Sea Grant Office

National Oceanic and Atmospheric Administration

1315 East-West Highway | Silver Spring, MD 20910

301-734-1079 | seagrant.jobs@noaa.gov