

Office of Federal Housing Enterprise Oversight

Contracting Specialist, OF-20

ANNOUNCEMENT NUMBER:	OBFM-08-01	APPLICATION DEADLINE:	9-17-2008
JOB LOCATION:	Washington , Dist of Columbia	WORK SCHEDULE:	Full Time
SALARY RANGE:	\$89,172.00-\$156,050.00	OPEN DATE:	8-27-2008
TIME LIMIT:	Permanent - No time limit	WHO MAY APPLY:	Status eligibles
NUMBER OF VACANCIES:	1	PROMOTION POTENTIAL:	22

NOTES:

On July 30, 2008 legislation was enacted to create the Federal Housing Finance Agency (FHFA). The FHFA is responsible for regulating Fannie Mae, Freddie Mac and the twelve Federal Home Loan Banks. All permanent employees of OFHEO will be transferred to FHFA. The transfer will be effective no later than 7/29/09.

The Office of Federal Housing Enterprise Oversight's (OFHEO) important and compelling mission is to promote housing and a strong national housing finance system by ensuring the safety and soundness of the Enterprises (Freddie Mac and Fannie Mae). These two government-sponsored enterprises own or guarantee nearly \$4.9 trillion of residential mortgages in the U.S. and play a key role in housing and the U.S. economy.

Do you enjoy reading the fine details? Are organization and efficiency your strengths? Do you possess the ability to juggle multiple procurements simultaneously? Perhaps you have perfected the art of negotiations.

As a Contract Specialist, you will have an opportunity to highlight your communication skills, as well as your technical skills. The ideal candidate will have comprehensive knowledge of Simplified Acquisition policies and best practices in the Federal Government. He/she will also have analytical skill to understand proposals submitted, monitor performance of the contract or agreement, and to evaluate contract costs. This position is ideal for someone who can work independently, yet enjoys interacting with customers. Your contributions will ensure OFHEO meets its mission by providing senior management with recommendations on policies and practices to ensure an effective, efficient procurement program.

If you are seeking a position that will provide you the opportunity to hone your analytical skills, OFHEO wants you.

This position is perfect for a mid-career professional who is seeking variety, flexible work arrangements and excellent benefits. OFHEO is located at 1700 G St, NW, one block from the White House and is easily accessible by Metro.

OFHEO is unique in many ways, as compared to other federal agencies. OFHEO enjoys benefits that are in addition to the typical federal package and, benefits from a pay structure that allows us the flexibility to hire the best and the brightest.

As a member of OFHEO, you will be part of an integrated team that serves the American people by ensuring a safe and sound secondary mortgage market. OFHEO is a small, fast-paced federal agency and our work has far-reaching impact. If you are interested in a position that will fully utilize your skills and further provide you with developmental opportunities to learn new ones, please consider OFHEO as your 'Employer of Choice'.

We encourage you to apply using the on-line application process by clicking on the link 'Apply To This Vacancy' located at the top, middle, and bottom of the vacancy announcement page.

You must contact the Human Resources Office (at least 5 business days prior to the close date) at (202) 414-3834 for alternative application procedures if you are not able to apply on-line.

DUTIES:

Performs the contracting activities within the Office of Federal Housing Enterprise Oversight (OFHEO), such as soliciting, evaluating, negotiating, and awarding contracts. Administers contracts by ensuring compliance with the terms and conditions of contracts.

Performs full range of procurement activities of goods and services such as purchasing training, supplies, equipment, services and registering staff for conference attendance.

Updates the Federal Procurement Data System-Next Generation (FPDS-NG) timely and accurately.

Provides staff advisory services concerning statement of work, preparation of proposals, proposal evaluation criteria, and other related procurement activities to ensure compliance with the Federal Acquisition Regulations (FAR) and General Services Administration (GSA) regulations. Serves as liaison with other federal agencies and private contractors regarding inquiries on a wide variety of procurement issues.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of Federal Acquisition Regulations (FAR) and other statutes, policies, and regulations relating to federal procurement and contracting.

Ability to analyze and understand submitted proposals, monitor performance of contracts and agreements, and skill in recognizing acquisition problems and developing solutions.

Knowledge of procurement principles and their relationship to cost savings and contract negotiations.

Ability to communicate effectively, both orally and in writing.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

PLEASE NOTE: Applicant must meet ALL of the following general qualification requirements listed below in order to receive consideration for this position. Also, demonstration of work supporting the general qualifications MUST be documented and reflected in your work history within the body of your profile or resume in order to receive consideration.

A) Bachelor's degree with a major in Business Administration, Accounting, Finance, Law, Contracts, Purchasing, Public Administration, or related degree.

-or-equivalent experience which is at least four (4) years of experience in procurement, contract negotiation, and award of contracts in accordance with Federal Acquisition Regulations (FAR), General Services Administration (GSA) and other applicable statutes and regulations.

B) Three (3) years of experience in providing guidance and recommendations based on interpretation of Federal Acquisition Regulations (FAR), General Services Administration (GSA) and federal property regulations, both orally and in writing. This experience may be inclusive of the experience gained in 4 year requirement above.

C) Must hold a current Warrant for contracting.

D) Ability to consistently identify and resolve-to-completion problems or situations related to contract proposals, modifications, disputes, and actions or inactions.

E) Demonstrated experience in drafting contracts, statements of work, reports and other documents.

F) Knowledge of regulations, pertaining to federal procurement, and in securing, tracking, and reconciling purchases.

G) Demonstrated experience in negotiating with external entities.

OTHER SIGNIFICANT FACTS:

All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, status as a parent, sexual orientation, political affiliations, national origin, age, disability, or any other non-merit factor.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities, except when doing so would pose an undue hardship on the employing agency. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

Relocation expenses are NOT authorized.

BENEFITS: OFHEO offers a wide array of benefits:

1. FREE comprehensive dental coverage. There is a \$2,500 annual maximum per employee and a separate orthodontic benefit for dependent children to age 19. (Annual deductibles apply.)
2. FREE vision care coverage. This benefit covers the employee and all eligible dependents. (Co-pay applies.)
3. 100% cost of your public transportation commuting expenses (e.g., vanpool, metro bus, metro train). The first \$115 of your commuting costs is provided to you as a tax free benefit. In addition, you will be provided up to \$90 per month to cover the cost of parking at Metro operated lots.
4. Alternative Work Schedule (AWS) includes a flexible work schedule and a compressed work schedule.

5. The Wellness Program provides a \$400 taxable reimbursement to employees for various health related expenses that may not be covered by other benefits program provided by OFHEO.

6. A variety of Federal Employee Health Benefit plans to choose from which can be paid from pre-tax income. Federal agencies pay approximately 72% of employees' health insurance premiums. OFHEO pays 90% of the premium.

7. The Federal Employee Retirement System program that features three components: a retirement pension, the Thrift Savings Plan (an employee controlled investment program), and social security.

8. The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees and offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. As soon as you become a Federal employee, as a FERS employee, you can contribute up to \$15,500 per year. You will receive agency-matching contributions up to the first 5 percent. As a CSRS employee, you can contribute up to \$15,500 per year. CSRS employees do not receive any agency contributions. Employees age 50 or older as of December 31, 2007, may contribute an additional \$5,000 for catch-up contribution per year.

9. The Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents.

10. The Federal leave program offers exceptional time off benefits, including annual leave, sick leave, a leave sharing program, Family Friendly Leave, Family Medical Leave, and ten (10) paid holidays per year. Annual leave accumulation will be set based on relevant private sector experience for new appointees. Employees hired at the OF-23 level and above will be allowed to carry-over a maximum of 720 hours of annual leave.

11. The Employee Assistance Program (EAP) provides free confidential counseling and referral services to you and your family members.

12. The Federal Long Term Care Insurance Program provides long term care insurance to help pay for costs of care when you can no longer perform everyday tasks by yourself, or you have a severe cognitive impairment, such as Alzheimer's. You may visit the Long Term Care Partners website for more information: www.ltcfeds.com.

13. The Flexible Spending Account Program for Federal employees provides employee-funded accounts that can be tapped by account holders to pay for medical expenses that are tax deductible as well as dependent care costs. Contributions to the accounts come from an employee's pre-taxed salary. The government does not make a contribution.

14. Career development and enrichment training is available in job-related areas.

15. Other benefits include a nearby full service ATM, and eligibility to join the Treasury Credit Union; free use of an on-site gym and locker room with shower facilities; aerobics and yoga classes are available for a small fee; and a privately owned on-site child care center.

OFHEO employees are subject to government-wide ethical standards of conduct, financial disclosure requirements, and post-employment prohibitions. In addition, OFHEO employees are not permitted to undertake outside activities or employment relating to real estate. OFHEO employees are also prohibited from owning certain investments, such as securities of the Federal Home Loan Mortgage Corporation and the Federal National Mortgage Association (Enterprises). Also, certain OFHEO employees are prohibited from accepting compensation from the Enterprises for a two-year period after terminating employment with OFHEO. Questions regarding

these requirements and prohibitions should be directed to the Office of General Counsel at (202) 414-3751.

If selected, male applicants born after 12/31/59 must confirm their selective service registration status.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

VETERANS - Take Note!

- Veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may compete under merit promotion procedures.

- To claim veteran's preference, you must attach a copy of your DD-214, and submit Standard Form 15 if claiming a 10-point preference.

Applicants must be U.S. citizens.

Applicants must meet all minimum qualification requirements by the closing date of this announcement.

VETERANS' PREFERENCE: To claim veteran's preference, you must attach a copy of your DD-214, and submit Standard Form 15 if claiming a 10-point preference.

ICTAP ELIGIBLES - Take Note! ICTAP eligibles may apply for special selection priority for this position. To be well qualified and exercise selection priority for this vacancy, eligible displaced federal employees must receive a rating of 95 or more. Also, as required by PL 102-484, displaced DOD civilian employees must request full consideration with a job application and include a copy of their specific RIF notice of separation and/or a copy of the SF-50 documenting the RIF separation.

New federal employees are required to fulfill a one-year probationary period.

Favorable adjudication of the appropriate level of background investigation is a condition of employment at OFHEO.

Contact Information:

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