



2009 EMERGING LEADERS PROGRAM

Announcement No: **IHS-09-022**

Opening Date: **12-19-08**

Closing Date: **03-20-09**

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior’s definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

Multiple positions at the GS-9 Level in:

- Administrative
- Information Technology
- Public Health
- Social Sciences

Rotational Assignments Vary Per Career Development Plan

Base Salary: \$50,408

- Positions start at the GS-9 level only.
- College transcripts must be submitted with your application.
- Position has known promotion potential to the GS-12 level only.
- All assignments are based in the Headquarters office, Rockville, Maryland
- Travel & relocation expenses may be paid to **office location in Rockville, Maryland.**

If you are a dynamic, achievement-oriented individual with a Bachelor’s Degree (with qualifying work experience) or higher, the Emerging Leaders Program is an opportunity of a lifetime! The Emerging Leaders Program will allow you to explore diverse career fields, involving your educational background, within the Indian Health Service (IHS) and Department of Health and Human Services (HHS); it will provide you with the skills and experience for a career with the Federal Government. This challenging 24-month program provides training in departmental core competencies based on your chosen career path and multiple job rotations to gain familiarity with programs across the IHS and HHS. A chosen mentor will also provide career development advice and support. There are four career paths from which to choose: *Administrative, Information Technology, Public Health, and Social Sciences.* **Please indicate your preference for a career path on your application.**

Participants enter the Emerging Leaders Program at the GS-9 Level. After 1 successful year in the Emerging Leaders Program, participants are considered for promotion to grade GS-11. At the end of the two-year training program, when all assignments have been successfully completed, graduates are advanced to grade GS-12 and converted to permanent employees. **Promotional opportunities depend on satisfactory performance in each assignment and completion of all training and development activities while participating in the Program.** {The next program class begins approximately in July 2009}.

QUALIFICATIONS/REQUIREMENTS:

You qualify for a GS-9 position if:

- You are a U.S. citizen, **AND**
- You have a Bachelor’s degree from an accredited college or university **and** at least two years of qualifying work experience that demonstrates the knowledge, skills, and abilities to successfully perform the duties related to the career path to which you are applying.

OR

- You possess a Master’s degree or higher level degree from an accredited college or university.

HOW TO APPLY

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment, or a resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. Please provide a short cover letter summarizing your experience and qualifications for the program (1-page maximum).
3. Two letters of recommendation should be included with the application from people who are best able to assess your analytical ability, communication skills and leadership potential.
4. All Official transcripts must be attached to the application.

REQUIRED DOCUMENTS (if applicable)

5. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the form (Bureau of Indian Affairs) BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant as an Indian as defined by the Indian Health Manual, Part 7, Chapter 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
 - **FAILURE TO SUBMIT ANY OF THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

HOW TO SUBMIT YOUR APPLICATION

1) You may submit your application by U.S. Mail or other commercial carrier.

Applications may be mailed to the following address:

Indian Health Service
Division of Human Resources
801 Thompson Ave., Suite 120
Rockville, Maryland 20852-1627
ATTN: EMERGING LEADERS PROGRAM

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

2) You may submit your application in person.

If you wish to submit an application in person, please bring your application to:

Division of Human Resources
12300 Twinbrook Parkway, Suite 230,
Rockville, Maryland 20852

Faxed or e-mailed applications **will not** be accepted.

All applications along with all supporting documents must be submitted by close of business 5:00 pm Eastern Standard Time (EST) on the closing date of this vacancy announcement. We encourage early submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date.

OTHER IMPORTANT INFORMATION:

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For specific questions regarding the **Emerging Leaders Program** (at Indian Health Service only), contact Ms. Coretta Jefferson at Coretta.jefferson@ihs.hhs.gov
- Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, “Declaration for Federal Employment”** to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- **If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.**
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.
- **Reasonable Accommodation for Disabled Applicants:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Ms. Coretta Jefferson at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.
- If you wish consideration for other agencies within the Department of Health and Human Services (HHS), Emerging Leaders Program, you may submit another complete application package directly to the HHS Emerging Leaders Program Office. Information about the program may be found at the website: www.HHS.gov

THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER
