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WORK ROLE: 09AB

WORKROLE TITLE: Contract Specialist-DAWIA

WORKROLE DESCRIPTION:

Contract Specialists-DAWIA develop, plan, organize, manage, solicit, negotiate, award, terminate, administer, and close out acquisitions to meet customer needs. They interact with the contractor and the customer to meet customer needs. They may also hold a warrant that would authorize them to obligate the Government subject to limitations expressed on their warrant. They must obtain DAWIA-certification in Contracting, as appropriate for the band, within 24 months of appointment to this work role.

COMPETENCIES/KNOWLEDGES:

Skills

Acquisition Planning & Award	Adaptability	Contract Management & Admin
Courage	Customer Service	Engaging and Collaborating
Ethics	Exploring Alternatives	Influencing
Initiative	Interpersonal Skills	Leadership
Mediation	Multi-media Communication	Negotiation
Oral Communication	Organizational Representation	Resource Management
Resource Management	Situational Awareness	Strategic Planning
Synthesis	Written Communication	

Knowledges

Automated contrac & acq tools	Basic computer applications	Business writing
Customer requirements	Database management techniques	Ethics/standards conduct law
Fed/Defense acquisition regs	NGA academic plcy & prcds	NGA mission, vision, etc.
NGA organizational structure	NGA policies & procedures	Security class and control

EDUCATION/LICENSES/CERTIFICATIONS:

Bachelor's degree in any field that includes, or has been supplemented by, at least 24 semester (36 quarter) hours of coursework in a business-related field such as Accounting, Business Administration, Contracts, Economics, Finance, Law, Purchasing, or a related discipline. Reference 10 USC Section 1724 for exceptions and waivers

ENVIRONMENTAL/PHYSICAL REQUIREMENTS: