

**Competitive Announcement  
FOR THE  
PROJECT MANAGEMENT DEVELOPMENT EMPRISE (PMDE)  
PROGRAM  
GODDARD SPACE FLIGHT CENTER**

**AMENDMENT - This vacancy is amended to change Knowledge, Skills and Abilities (KSA) #6 and delete KSA #7.**

**VACANCY ANNOUNCEMENT NUMBER: PMDE-PA-09**

**OPENING DATE: April 24, 2009**

**CLOSING DATE: June 5, 2009**

**POSITION: Project Management Development Emprise (PMDE) Program-  
Professional Administrative**

**PROJECTED PROMOTION POTENTIAL:** Upon successful completion of the program, participants will receive a projected promotion potential of GS-15.

A limited number of competitive training opportunities in **Professional Administrative Management (Resources & Program Control)** will be made at Grades GS-12/13. Selectees will remain assigned to their current position.

**WHO MAY APPLY:**

This announcement is open to current Goddard Space Federal employees serving under a career, career-conditional or VRA appointment, those serving on an appointment under 213.3102(t) or (u) of Schedule A, or NASA term employees who have acquired conversion eligibility under the NASA Flexibility Act of 2004.

**DESCRIPTION OF PROGRAM:**

The Project Management Development Emprise (PMDE) is a developmental program established by Center management for the purpose of providing select technical and professional administrative employees the work experience, training, guidance, and direction necessary for them to assume key management positions in the Center's Flight Projects Directorate (FPD). Initially established to eliminate a threat to the continuity of professional management of flight programs and projects due to retirements, it continues to do so to this day. Project Management is a discipline, which requires very specific training and experience. PMDE ensures continuity in professional, high quality Program & Project Management, thus assuring a well-trained cadre of graduates as potential FPD managers. Selectees will enter the Program at their current grade at the time of selection. Participants will remain in their current discipline position and organization during the initial phase of the development and training period. Reassignments to a program/project management position may be at any time based on the individual participant's

development and availability of a suitable position. The participant must work at least one 6 month assignment within FPD while in the program. Participants will spend up to 25 percent of their time engaged in required developmental training and work experience activities, in addition to the individual's full time position.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

1. Knowledge of one or more administrative management areas involved in project management, such as procurement, financial management, budgeting, manpower, etc., in an administrative and development environment.
2. Ability to develop a diverse group of people with different occupational backgrounds and varying skill levels through employee coaching, mentoring, teaming, rewards, and recognition.
3. Ability to manage multi-phase/multi-discipline work efforts and resources in an environment of rapidly changing schedules, objectives, funding, and technical requirements, diversified and competing customer demands.
4. Skill in analytical and planning techniques to understand the interrelationships of schedules, funding, and technical requirements in the development and operation of space, instrument and ground systems and subsystems.
5. Knowledge of federal and agency business environments to integrate R&D project/program business management issues associated with the definition, development, and operation of space systems and subsystems.
6. Ability to communicate effectively.

**BASIS OF RATING:**

Applicants meeting basic eligibility requirements will be rated and ranked on the knowledge, skills and abilities and other characteristics (KSA's) required to perform the duties of the position. Please review KSA's carefully. Include in the write-ups such things as experience in and out of Federal service that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.)

**HOW TO APPLY:**

This competitive announcement is advertised for current Goddard Space Flight Center employees who meet the criteria. Interested candidates must submit:

- a. Current OF-612 or resume

- b. A statement of professional career objectives & interest in project management (two pages maximum)
- c. A supplemental statement that addresses the knowledge, skills, and abilities (KSAs) listed in this announcement.

If the application package is submitted by mail, it must be received by the closing date on the announcement to receive consideration. Hand Delivered applications must be received by 4:00 p.m. on the closing date. If you are at a remote location (ex. WFF or IV&V) you may fax application to (301)-286-5588. All faxed copies must be received by 4:00 p.m. on the closing date. Failure to submit all required documents and information requested by the closing date of this announcement may result in not receiving full consideration. Applications will be evaluated solely on the information submitted. Those applicants who were deemed highly qualified will be contacted for interviews.

For additional information about this program please contact: **Howard Ottenstein at 301-286-8583 or Mark Goldman at 301-286-8852.**

**SUBMIT YOUR APPLICATION PACKAGE TO:**

NASA, GODDARD SPACE FLIGHT CENTER  
ATT.: Shari Mitchem  
CODE 113 Room 164  
GREENBELT, MD 20771

**EEO POLICY STATEMENT:**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**REASONABLE ACCOMMODATION STATEMENT:**

This Center provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us.