Job Title: Interdisciplinary: **Supervisory Architect**
Department: Department Of State
Agency: Department Of State
Sub Agency: Civil Service Personnel-Civil Srvc and Iraq Jobs
Job Announcement Number: OBO-2010-0112

Salary Range:	123,758.00 - 155,500.00 USD /year
Series & Grade:	GS-0808-15/15
Promotion Potential:	15
Open Period:	Monday, February 22, 2010 to Monday, April 05, 2010
Position Information:	Full-Time Permanent
Duty Locations:	Washington DC Metro Area, DC
Who May Be Considered:	Open to all U.S. citizens

"You are encouraged to read the entire announcement before you submit your application package. Your application may not get full consideration if you do not follow the instructions as outlined."

"More than one selection may be made from this announcement if additional identical vacancies in the same title, series, grade and unit occur."

Job Summary:
The men and women of the US Department of State with their skills, character and commitment to public service, are the backbone of America's diplomacy. Civil Service employees support the foreign policy mission from offices in Washington, DC and worldwide.

Join us in helping to shape a freer, more secure and prosperous world as we formulate, represent and implement US foreign policy. Choose from hundreds of career possibilities - there's something for everyone!

This is an interdisciplinary standard position description located in the Bureau of Overseas Buildings Operations, Program Development, Coordination and Support, Office of Project Development and Coordination, (OBO/PDCS/PDC). The Office of Project Development and Coordination provides project management for all assigned projects for inception through project completion, to include oversight of the Request for Proposal (RFP) process. Project managers lead project development activities, and following contact award lead the Washington-based team in support of the field operations. PDC is arranged with divisions that align geographically with the Department's Regional Bureaus and includes and analysis division.

The incumbent manages the Office through subordinate supervisors and provides authoritative engineering, architectural, and project management support, advice, and leadership for OBO's capital and non-capital program; coordinates the various functional elements within OBO and communications with affected stakeholders; and ensures that OBO senior leadership has a lifecycle view of all projects from inception through the end of the warranty period and project close-out. To apply for this announcement under Merit Promotion procedures, submit your application to announcement number OBO-2010-0113. This is a supervisory position.

Key Requirements:
- Incumbent will be subject to random drug testing.

- New supervisors must successfully complete a 1-year probationary period.
- Relocation expenses will NOT be paid.
- Must be able to obtain and maintain a Top Secret security clearance.
- U.S. Citizenship is required.
- Statement of Employment & Financial Interest required prior to appointment.

Major Duties:
The incumbent provides authoritative technical and project management leadership and support of the project management program for OBO's capital and non-capital program. Coordinates the various functional elements within OBO and communications with affected stakeholders to ensure that OBO senior leadership has a lifecycle view of all projects from inception through the end of the warranty period and project close-out.

Participates actively in the formulation, development and implementation of OBO program plans, goals and objectives, and resource requirements based on assessment of circumstances, experience judgment, and awareness of OBO's and stakeholders needs and requirements. Designs and conducts comprehensive technical and management studies, the result of which contribute significantly to the Bureau's long-range program planning and resource allocations and/or resolve long-Standing technical issues and problems that have not been resolved through application of traditional methods. Identifies cutting edge management and technical practices to ensure projects' success; reduce overall costs; and/or achieve greater efficiency in OBO operations. Directs the development of scope, schedule and budget for major OBO projects.

Serves as the principal OBO representative during the planning, programming, site evaluation, site selection, project development, design, and contract award. Leads OBO's acquisition activities of assigned projects in coordination with and support of A/LM, including the development of the solicitation and supporting documentation and contract award, as well as project activities including programming, development, budget, Request for Proposal (RFP) documents, source selection efforts, and contract award.

Plans work to be accomplished and sets priorities, advises and counsels staff, interviews and selects candidates for positions and make requests for promotions and reassignments.

Qualifications:
Applicants must meet all the required qualification requirements, including education and any selective placement factors described below by the closing date of this announcement. Education may only be substituted in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order to be credited towards qualifications. Applicants can verify accreditation at the following website: http://www.ed.gov.

IN ADDITION to meeting one of the basic qualifications requirements listed above, the applicant MUST have at least 1 full year of specialized architectural experience in architectual concepts, principles and practices, design development and construction techniques and criteria in order to identify, analyze, design and provide advice on unusual or complex issues which has
equipped the incumbent with the particular knowledge, skills, and abilities to successfully perform the duties of the position and equivalent to at least the GS-14 level in the Federal service.

Qualifying specialized experience must demonstrate the following:
--Experience in providing authoritative technical and project management leadership and support of a project management program.
--Experience in directing the development of scope, schedule and budget process for major projects within a large organization.
--Experience in managing a multidisciplinary team of subject matter experts.
--Experience in planning work to be accomplished and setting priorities for staff.

Within one year of appointment to this position and as a condition of employment incumbent is required to obtain OMB mandated certification at the Senior/Expert level, Federal Acquisition Certification for Project

and Program Managers (FAC P-PM).

Note: All applicants MUST submit transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you WILL lose consideration for this position.

In addition, applicant's experience must also demonstrate that the candidate possesses the following qualities:

- Ability to assign, review, and supervise the work of others;
- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances;
- Ability to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

How You Will Be Evaluated:
You will be evaluated on the quality and extent of your experience, education, and training relevant to the duties of this position. The evaluation will be based on information you provide in your on-line resume, your answers to the job specific self-assessment questions for this announcement, and a review of the documents that are requested as part of this announcement.

Qualified candidates are assigned a score between 70 and 100. Errors, exaggerations, or omissions in your responses to the on-line application may impact your score or result in you losing consideration for the job.

If you are found to have rated yourself higher in the self-assessment than is supported by the information in your on-line resume, essay responses, and/or supporting documents, a score will manually be determined that reflects your documented experience. This may result in a lowered score, which may also eliminate you from the best-qualified listing.

You may receive credit for unpaid or volunteer experience on the same basis as paid experience, provided it is directly related to this job. To receive proper credit, you must show, on your on-line resume, the actual time spent in such activities (hours worked per week).

Applicants must meet all qualification requirements by the closing date of this announcement.
To preview questions please click here.

Benefits:
The Department of State offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. In addition to these benefits, we also offer the Student Loan Repayment Program, Child Care Centers, Child Care Subsidy, Flexible work schedule, Transit Subsidy Program. For additional information on Federal benefits click here.

Other Information:
SOCIAL SECURITY NUMBER - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials will result in your application not being processed.

SELECTIVE SERVICE - If you are a male applicant born after December 31, 1959, you must certify at the time of appointment that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

REASONABLE ACCOMMODATION - 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 the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodation will be on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY - The Department of State is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

How To Apply:
Applicants must submit an on-line application through the Office of Personnel Management's (OPM) application system, USAJOBS. Information you provide in USAJOBS is general information completed by all applicants. The information you provide and your Federal resume will become part of your application and will automatically be transferred to the Department of State's Gateway to State application system when you apply on-line.

You have until 11:59 p.m. Eastern Time on the closing date of this announcement to complete the following three-step application process:

STEP 1: Select the **"Apply On-line"** button at the bottom of this page and follow the instructions provided.

STEP 2: Answer the self-assessment questions. These questions will be used to evaluate your qualifications for this job. Review your resume to make certain that it supports your responses to the user information questions and the on-line job specific self-assessment questions.

STEP 3: Submit all required documentation listed in the "required documents" section of this announcement prior to the closing date.

Technical assistance with your on-line application can be obtained by contacting the Help Desk at mgshelp@monster.com OR by calling (866) 656-6830 or (703) 269-4944 between the hours of 7:00 a.m. and 7:00 p.m. Eastern Time.

For instructions on how to view the status of your supporting documentation, please click here

NOTE: If applying online poses an extreme hardship, you may request alternate application procedures to submit your application package by fax. Please contact the Human Resources Specialist listed on the announcement between the business hours of 8:15 a.m. and 5:00 p.m. Eastern Time, at least two working days prior to the closing date of this announcement.

The application package for **alternate application procedures** must be submitted and received in the Human Resources Office no later than 11:59 p.m. eastern Standard time (EST) on the closing date of this announcement.

NOTE: Paper applications and information sent by mail WILL NOT BE ACCEPTED.

Required Documents:
All required documents listed below must be submitted prior to the closing date of this announcement, which is 11:59 p.m. eastern time.

1. If claiming veterans' preference, you must submit a copy of your DD-214 (Member Copy # 4). If claiming 10 point preference, you also must submit an SF-15 (Application for 10 point Veteran Preference) and any other documentation required by that form. **For further information**

regarding Veterans click here

2. If you are still on active duty, you MUST submit a statement of service from your unit, which states the date you entered active duty, the date you are separating, and the campaign medals you have received.

3. If you are qualifying based on other criteria listed under the Qualification Section of this announcement, you MUST submit the required supporting documentation (certificates, certifications, panel recommendations, etc.) with your application by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you WILL lose consideration for this position.

ICTAP Considerations
CTAP Considerations

Contact Information:

Leslie Church
Phone: 703-875-5645
Fax: 000-000-0000
Email: cspapps@state.gov

Agency Information:
Civil Service Personnel-Civil Srvc and Iraq Jobs
1800 N. Kent Street
SA-15
Arlington, VA 22209
Fax: 000-000-0000

What To Expect Next:
After all application packages have been received, we will review your resume to ensure you meet the basic qualification requirements. After we review and evaluate all applications, the most highly qualified candidates will be referred to the hiring manager for further consideration and possible interviews. After a tentative job offer, we will conduct a suitability and or security background investigation.

You will be notified up to four times during the hiring process:

1. Upon receipt of your application.
2. Upon minimum qualification determinations.
3. After the certificate is issued.
4. After final selection is made.

For instructions on how to view the status of your application, please click here .

EEO Policy Statement: http://www.usajobs.gov/eeo

Reasonable Accommodation Policy Statement: http://www.usajobs.gov/raps

Veterans Information: http://www.usajobs.gov/vi

Legal and Regulatory Guidance: http://www.usajobs.gov/lrg

Control Number: 1824978