DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE

Vacancy Announcement Number: OUTSTANDING SCHOLAR FOR CONTRACT SPECIALISTS

Opening Date: OPEN ENDED

Title, Series and Grade: Contract Specialist GS-1102-7
Promotion Potential: GS-12
Number of Vacancies: ONE
Salary Range: 33,951.00

The IRS mission is to "provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all.

ORGANIZATION: Agency-Wide Shared Services, Director of Procurement
Duty Location: Dallas, TX

MOVING EXPENSES ARE NOT AUTHORIZED

Who May Apply: ANY US CITIZEN WHO MEETS THE QUALIFICATIONS OF AN OUTSTANDING SCHOLAR (Bachelor's Degree with a Cumulative GPA of 3.5 and at least 24 hours business credits.)

MAJOR DUTIES: The incumbent will serve as a Contract Specialist within the Office of Contract Administration. Duties will include processing, negotiating a variety of procurements for supplies, equipment and services. The incumbent will provide timely, effective pre and post award procurement award actions consistent with program needs, procurement regulations and laws. The incumbent will be responsible for contract administration functions, such as verifying evidence of contractors progress, negotiating modifications issuing notices, reviewing contract claims and conducting contract closeouts. The incumbent will provide support to management, junior level procurement personnel, customers and program personnel.
QUALIFICATION REQUIREMENTS: A 4-year course of study leading to a bachelor's degree with a major in any field, with at least 24 semester hours of business related courses. THIS IS AN OUTSTANDING SCHOLAR APPOINTMENT. THE APPLICANT MUST HAVE THEIR DEGREE (OR IS EXPECTED TO WITHIN 6 MONTHS) with a Grade Point of Average of at least a 3.5.

**ALL QUALIFICATION REQUIREMENTS FOR THIS POSITION MUST BE ACHIEVED WITH 3 MONTHS OF INTEREST.***

HOW TO APPLY:

Submit a resume, or other written application format of your choice. Be sure you provide all of the information requested below:

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Personal Information – Full name, mailing address (w/zip code) and day/evening telephone numbers w/area code.
- SSN – Mandatory
- Country of Citizenship – Mandatory
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in the grade.
- Major field(s) of study
- Type and year of degree(s) received, If no degree received, show total credit hours received in semester or quarter hours. Applicants must submit a copy of their college transcript or a list of college courses that includes hours and grades.
- Work Experience for each paid or non-paid positions held related to the job for which your are applying (do not provide copies of job descriptions):
  - Job title
  - Duties and accomplishments
  - Number of hours per week
  - Employers name and address
  - Supervisor’s name and phone number
  - Starting and ending dates of employment (month and year).
  - Salary
  - Indicate if your current supervisor may be contacted

**MATERIALS SUBMITTED AS PART OF YOUR APPLICATION WILL NOT BE RETURNED**
Questions regarding application procedures:

Contact: Susie Williams 202-283-1774

Applications should be electronically sent to: Susie.Williams@irs.gov

OTHER IMPORTANT INFORMATION

Under Executive Order 11935, only US citizens and nationals (residents of American Samoa and Swain Island) may compete for civil service jobs.

All Federal employees are required by PL104-134 to have federal payments made by direct deposit.

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing an actual assignment and performance of higher-level duties.

This position will be filled on a full-time basis and requires completion of a one-year probationary period for those applicants receiving a competitive appointment.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

If you make a false statement in any part of your application, you may not be hired; you may be terminated; or may be subject to a fine, imprisonment or other disciplinary action.

This is a smoke free environment.

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 SSN is used to seek information about you from your employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

This is not a drug-testing designated position

A background investigation will be required for all new hires. Appointment will be subject to the applicants' successful completion of a background security
investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

“FINGERPRINTS and TAX CHECKS WILL BE REQUIRED AS PART OF THE PRE-EMPLOYMENT PROCESS. AS A CONDITION OF EMPLOYMENT, YOU ARE REQUIRED TO OBTAIN FAVORABLE FINGERPRINT CLEARANCE and TAX CHECK.”

In accordance with the Privacy Act requirements, Public Law 93-579, all applicants are advised that all application materials submitted are used to determine qualifications and are authorized under Title 5 USC, Section 3302 and 3361.

**REASONABLE ACCOMMODATION STATEMENT**: THE IRS 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 POINT OF CONTACT ON ANNOUNCEMENT. DECISIONS ON GRANTING REASONABLE ACCOMMODATIONS WILL BE MADE ON A CASE-BY-CASE BASIS.

**EEO STATEMENT**: IRS IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE BASED SOLELY ON MERIT WITHOUT REGARD TO COLOR, RELIGION, AGE, GENDER, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, SEXUAL ORIENTATION, MARITAL AND FAMILY STATUS OR OTHER DIFFERENCES.

The Treasury Inspector General for Tax Administration (TIGTA) has oversight and investigative responsibilities throughout Internal Revenue Service (IRS). TIGTA has authority to initiate investigations to identify IRS employees who have violated or are violating laws, rules, or regulations related to the performance of their duties. TIGTA does this in part through computer matching programs.

Internal Revenue Service is committed to ensuring that all employees perform in a manner warranting the highest degree of public confidence and demonstrates the highest level of ethics and integrity.