International Relations Specialist, ZA-0131-4 (DE/CR)

DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration

Open & closing dates
09/04/2020 to 09/14/2020

Pay scale & grade
ZA 4

Appointment type
Permanent

Service
Competitive

Salary
$102,663 to $157,709 per year

Work schedule
Full-Time

Locations
1 vacancy in the following location:

Silver Spring, MD
1 vacancy

Relocation expenses reimbursed
No

Telework eligible
Yes as determined by agency policy

This job is open to

Career transition (CTAP, ICTAP, RPL)
Federal employees who meet the definition of a "surplus" or "displaced" employee.

The public
U.S. citizens, nationals or those who owe allegiance to the U.S.

Announcement number
NESDIS-AA-2020-0013

Control number
577960000
Duties

Summary

This position is located in the National Oceanic and Atmospheric Administration (NOAA), National Environmental Satellite, Data, and Information Service (NESDIS), Office of the Assistant Administrator, International and Interagency Affairs Division (IIAD), with one vacancy in Silver Spring, MD.

This position is also announced under vacancy number NESDIS-AA-2020-0012, which is open to Status Candidates. You must apply to both announcements if you want to be considered for both.

Responsibilities

As an International Relations Specialist, you will perform the following duties:

- Develop international and inter-agency policies and plans to implement National Oceanic and Atmospheric Administration (NOAA), National Environmental Satellite, Data, and Information Service (NESDIS) key goals for effective partnerships in earth observing programs, and monitor and coordinate U.S. interagency activities involving environmental satellite and data policies.
- Design strategies and lead efforts to negotiate agreements between NOAA and national civil space organizations as well as international/intergovernmental and interagency organizations.
- Lead international science and technology cooperation for assigned regions/countries and international, interagency or intergovernmental organizations, overseeing the development and implementation of NESDIS cooperative activities including working with senior leadership to identify goals for cooperation, monitoring progress toward joint work programs, coordinating exchanges of data and information, and arranging visits and meetings.
- Apply knowledge of U.S. and foreign national space, earth observations, and science and technology policy to prepare reports, briefing memos, and position papers, as well as to provide policy and staffing support to senior managers for meetings with partners.

Travel Required

50% or less - Up to 40% domestic and foreign travel may be required for this position.

Supervisory status

No

Promotion Potential

4

Job family (Series)

0131 International Relations

[https://www.usajobs.gov/Search/Results?j=0131](https://www.usajobs.gov/Search/Results?j=0131)

Requirements

Conditions Of Employment

- Must be a U.S. Citizen or National to apply.
- Required to pass a background investigation and fingerprint check.
- Must be registered for Selective Service, if applicable (www.sss.gov).
- Qualifications requirements must be met by closing date of announcement.
- Must be suitable for Federal employment.

This position requires a Noncritical Sensitive Security Clearance.

This position will be filled under the DOC Alternative Personnel System (CAPS). This system replaced the Federal GS pay plan and structure. Under CAPS, positions are classified by career, pay plan, and pay band.

The ZA-4 is equivalent to the GS-13/14.

* A one year probationary period may be required.
* Payment of relocation expenses is not authorized.

* This position is not in the bargaining unit.

NOTES:

This Job Opportunity Announcement may be used to fill other International Relations Specialist, ZA-0131-4 positions throughout NOAA. The position must be alike (e.g.: within the same geographic locations, same grade/band and requires the same qualifications and specialized experience as indicated in this vacancy announcement).

Applicants must meet ALL application requirements, to include a complete online resume, by 11:59 p.m. EASTERN TIME (ET) on the closing date of this announcement.

Qualifications


BASIC REQUIREMENTS: This position has a positive Education Requirement in addition to at least one year of Specialized Experience OR substitution of education for experience OR combination (if applicable) in order to be found minimally qualified. Transcripts must be submitted with your application package. You MUST meet the following requirements:

To qualify for the 0131 series:

EDUCATION:

A. Degree: major or equivalent, or a combination of courses totaling at least 24 semester hours in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities; or 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods.

OR

B. Combination of education and experience: courses equivalent to a major, or a combination of related courses totaling at least 24 semester hours, in one or more of the social sciences, or in the humanities, as shown in A above, plus appropriate experience or additional education.

OR

C. Experience: four years of appropriate experience in one or more of the fields listed above in work associated with international organizations, problems, or other aspects of foreign affairs.

SPECIALIZED EXPERIENCE: Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations e.g., professional; philanthropic, religious; spiritual; community, student, social). Volunteer work helps build critical competencies; knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

To qualify at the ZA-4 or GS-13 level:

SPECIALIZED EXPERIENCE: In addition to meeting the Basic Requirements above, applicants must also possess one full year (52 weeks) of specialized experience equivalent to the ZA-3 or GS-12 in the Federal service. Specialized experience MUST include all of the following:

- Assisting in the development of policies and/or plans for use in implementing international agreements on science and technology partnerships;
- Participating in the development of strategies for use in negotiating international agreements; and
- Planning foreign visits relative to science and technology projects.

Education

Substitution of education for specialized experience is not applicable to this vacancy.

Additional information
CTAP and ICTAP candidates will be eligible if it is determined that they have exceeded the minimum qualifications for the position by attaining at least a rating of 85 out of 100. Information about ICTAP eligibility is on the Office of Personnel Management’s Career Transition Resources website at: [Employee Guide to Career Transition](http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/).

**CTAP** applicants MUST submit the following documents:

1. A copy of your specific RIF notice; notice of proposed removal for failure to relocate; a Certificate of Expected Separation (CES); or certification that you are in a surplus organization or occupation (this could be a position abolishment letter, a notice eligibility for discontinued service retirement, or similar notice).
2. A copy of your SF-50 “Notification of Personnel Action”, noting current position, grade level, and duty location;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your agency that shows your current promotion potential.

**ICTAP** applicants MUST submit the following documents:

1. A copy of your RIF separation notice; notice of proposed removal for failure to relocate; notice of disability annuity termination; certification from your former agency that it cannot place you after your recovery from a compensable injury; or certification from the National Guard Bureau or Military Department that you are eligible for disability retirement;
2. A copy of your SF-50 “Notification of Personnel Action” documenting your RIF separation, noting your positions, grade level, and duty location, and/or Agency certification of inability to place you through RPL, etc;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your agency that shows your current promotion potential.

NOAA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees.

**How You Will Be Evaluated**

We will review your resume, optional cover letter and supporting documentation to determine if you meet the minimum qualifications for the position. If you meet the minimum qualifications stated in the vacancy announcement, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire (True/False, Yes/No, Multiple Choice questions) and place you in one of the three pre-defined categories. The categories are “gold”, “silver” and “bronze”. However, your resume or optional cover letter must support your responses to the scored occupational questionnaire, or your score may be lowered. Candidates placed in the “gold” category will be identified for referral to the hiring manager and may be invited for an interview.

How you will be evaluated for preference eligibility: Within each category, those entitled to veterans’ preference will be listed at the top of the pre-defined category for which they are placed. For more information on Category Rating, please go to [Category Rating](http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=Category-Rating).

The scored occupational questionnaire will evaluate you on the following competencies; please do not provide a separate written response:

- Ability to assess the political and institutional environment; Authoritative mastery of U.S. and foreign national space, earth observations, and science and technology policies involving environmental satellites and data.
- Ability to develop negotiation strategies and to negotiate successfully using knowledge of negotiation methods and techniques.
- Ability to influence/persuade others in negotiating mutually acceptable solutions involving the exchange of specific resources and resolving differences.
- Ability to analyze and relate complex variables to specific policy issues and frame feasible options.
- Ability to lead teams, including providing direction, exchanging information, and distributing work.
- Ability to present controversial issues and recommendations through all forms of communication to senior officials.
- Ability to analyze U.S. and foreign national earth observation science and technology policies to develop position papers, reports, and memoranda.

To preview questions please [click here](https://careerconnector.jobs.treas.gov/doc/vacancy/previewVacancyQuestions.hms?orgId=16&jnum=135025)
Background checks and security clearance

Security clearance: Secret

Drug test required: No

Required Documents

- **Resume showing relevant experience; cover letter optional.** Your resume must indicate your citizenship and if you are registered for Selective Service if you are a male born after 12/31/59. Your resume must include information about your paid and nonpaid work experience related to this position including: job title, duration of employment (mm/dd/yy – mm/dd/yy), hours per week, duties and accomplishments, salary, and your education. For work in the Federal service, please include the grade level for the position/s. Your resume may be used to validate your responses to the scored occupational questionnaire.

- **If you are a veteran with preference eligibility and you are claiming 5-points veterans' preference,** you must submit a copy of your DD-214 stating disposition of discharge or character of service or other valid proof of eligibility (i.e., statement of service that shows service dates AND character of service). If you are claiming 10-point veterans' preference, you must also submit an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more information on veterans' preference see [http://www.opm.gov/staffingPortal/Vetguide.asp#VeteransEmploymentAct1998](http://www.opm.gov/staffingPortal/Vetguide.asp#VeteransEmploymentAct1998).

- **Active Duty Service Members**-- You must submit a statement of discharge/certification of release or an official written document from the armed forces that certifies you are expected to be discharged or released from active duty service in the armed forces under honorable conditions no later than 120 days from the date the announcement closes. Enlisted Record Briefs and military identification do NOT qualify as official documentation. If the appropriate information is not submitted to confirm the discharge status, dates of service, etc., you will not be considered for this job opportunity under Veteran Preference procedures. To gain access to your DD-214 online please visit [http://www.archives.gov/veterans/military-service-records](http://www.archives.gov/veterans/military-service-records).

- **Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP)** documentation if applicable (see other information).

- **Education.** If this position requires proof of higher education, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Special Instructions for Foreign Education: Education completed in foreign colleges or universities must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education's website. You MUST provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure to provide such documentation by the closing date of the announcement will result in lost consideration.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

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Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

**Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)

NOAA offers a comprehensive benefits package. Explore the benefits offered to most Federal employees at [Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits).

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

**How to Apply**

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

To apply on-line, you must complete and submit an application by accessing the USAJOBS website at [https://www.usajobs.gov/](https://www.usajobs.gov/). To begin, click the Apply Online button near the bottom of this screen and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents.

To return to your saved application, log in to your USAJOBS account at [http://www.usajobs.gov](http://www.usajobs.gov) and click on "Application Status." Click on the position title, and then select Apply Online to continue.

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Help Desk by e-mail at mgshelp@monster.com or by phone at (866) 656-6831. The help desk is available Monday-Friday, 7:00 a.m. to 7:00 p.m. ET

For instructions on submitting your application in an alternate format, please contact the Agency Contact listed in this vacancy announcement.

**Agency contact information**

- **Arthi Chandrasekaran**
  - **Phone** *(703) 259-9418* *(tel:(703) 259-9418)*
  - **Email** [arthi.chandrasekaran@noaa.gov](mailto:arthi.chandrasekaran@noaa.gov)

  [Learn more about this agency](#agency-modal-trigger)

- **Address**
  - NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
  - Office of Human Capital Services
  - 1305 East West Highway
  - Silver Spring, Maryland 20910
  - United States
Next steps

You will be notified of your application status through USAJOBS at four points during the hiring process, as applicable. You can check the status of your application by accessing the USAJOBS website at [http://www.usajobs.gov](http://www.usajobs.gov) and clicking on “Track Your Online Application.” The four points of notification are:

1. Application Received or Application Incomplete
2. Minimum Qualification Requirement Met or Minimum Qualification Not Met;
3. Eligible (Application Referred to the Selecting Official) or Ineligible (Application Not Referred to the Selecting Official); and
4. Selected or Not Selected.

By submitting your application, you are certifying the accuracy of the information contained in your application. If you make a false statement in any part of your application, you may not be hired; you may be terminated after you begin work; or, you may be fined or jailed. After making a tentative job offer, we will conduct a suitability/security background investigation.

You will be required to submit official documentation prior to appointment. The agency will then verify the information provided on your application (i.e., degree, veterans' preference, disability, etc.).

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

**Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity (EEO) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)

**Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations.
Learn more about how to contact an agency.

Legal and regulatory guidance

Financial suitability
Social security number request

Privacy Act
Signature & False statements

Selective Service
New employee probationary period