

Supervisory Acquisition Analyst - NH-1101-03

Closing Date: 19 MAR 23

Work schedule: Full-Time

Salary: \$98,496-\$128,043 per year

Location: Yuma Proving Ground, AZ

AJC Job Posting: 5759340

Job Description:

The United States Army Test and Evaluation Command is posting this advertisement for the subject position above under the Major Range and Test Facilities Base (MRTFB) Direct-Hire Authority. The chosen candidate will serve as a Supervisory Acquisition Analyst supporting the Resource Management Directorate in the Procurement and Administration Division at Yuma Proving Ground, Yuma, AZ. A selection will be made soon after the closing date. Selection of this position will be made at the NH-03 position grade. This position is subject to the NH-03* Supervisor (GS-13 equivalent) ATEC Control Point Policy.

*There is NO immediate pay change with a reassignment if the employee is currently an NH-03 in AcqDemo.

Job Responsibilities:

- Serves as Supervisory Acquisition Analyst providing high-level technical advice and management advisory services on all aspects of contract administration for a wide variety of research and development programs to include specialized services, e.g. fiscal close out of contracts.
- Responsible for the full range of acquisition planning and contract management functions required to support various contractual needs from pre-award to post-award functions on the Mission Test Support Services (MTSS) contract.
- Assists in development of solicitation packages and conducts reviews of contract requirements, deliverables and contract changes for other YPG Mission Contracts.
- Reviews for appropriate contract type, pricing, selection of source, acquisition method, determinations and findings, documentation, clarity of contract terms and funding.
- Monitors contract administration and conducts necessary coordination for the MTSS contract.
- Coordinates contractor past performance system data for all executing contracts.
- Coordinate staffing actions and prepare contract status and request for approval documentation.
- Coordinates with resource managers, legal and other specialists as necessary.

- Plans and develops guidance material for technical, program management and acquisition personnel.
- Supervises subordinate employees and sets priorities of their work accordingly.

For a full description of duties and responsibilities please visit [az job connection.gov](https://www.azjobconnection.gov) or https://atec.yello.co/jobs/rNWJFVhOOJ7V_A6H0t_AeQ?job_board_id=zm0Yjn0EaOr11u8mjBInoQ

Follow the instructions included on the site, including how to submit an application.