

Position Title: Program Analyst Intern Announcement Number: FCIP-ASPR-01	Grade: GS-0343-9 (Promotion Potential to GS 12) Salary: \$50,408.000 - \$73,100.000
Apply By: June 11, 2009	Duty Location: Washington, DC (several vacancies) Who may be considered: U.S. Citizens
Center or Office	Office of the Assistant Secretary for Preparedness and Response (ASPR) within the following Program Offices: <ul style="list-style-type: none"> • Biomedical Advanced Research and Development Authority (BARDA) • Office of Policy and Strategic Planning (OPSP) • Office of Medicine, Science and Public Health (OMSPH) • Office of Preparedness and Emergency Operations (OPEO) • Office of Resource Planning and Evaluation (RPE)
Federal Career Intern Program	<p>THE FEDERAL CAREER INTERN PROGRAM (FCIP) is a 2-year, entry-level, full-time employment and career development training program in the excepted service. The FCIP is designed to prepare individuals for a career in public service. Upon successful completion of the program, FCIP participants may receive a permanent career-conditional, full-time position within the Office of the Assistant Secretary for Preparedness and Response (ASPR).</p> <ol style="list-style-type: none"> 1. FCIP is open to students and non-students. You do NOT have to be a student to participate in the FCIP. Refer to job postings for required qualifications. 2. FCIP participants are eligible for federal benefits (http://opm.gov/retire/retire_jobseekers.asp).
Position Overview and Duties	<p>ASPR serves as the Secretary's principal advisor on matters related to bioterrorism and other public health emergencies. ASPR is headed by the Assistant Secretary for Preparedness and Response who reports directly to the Secretary of the U.S. Department of Health and Human Services (HHS). Within HHS, ASPR is responsible for ensuring a unified integrated approach in preparing for and responding to the public health and medical effects of natural and man-made disasters. As a Federal Career Intern you will participate in developmental assignments designed to train you for the full performance level or promotion potential of the position. The primary duties of this position involve the following:</p> <ul style="list-style-type: none"> • Assists with efforts to ensure that ASPR programs are regularly evaluated. • Use quantitative and qualitative analyses to demonstrate progress toward preparedness goals relative to resources invested and evaluate accomplishments of program activities for consistency with Departmental and Administration objectives for preparedness. • Assists the Deputy Director on the analysis of funding proposals for preparedness programs and projects is conducted to assess clarity of presentation, adequacy of justification, consistency with previous or similar submissions and conformity with established program goals and policies.

	<ul style="list-style-type: none"> Assists the Deputy Director and staff in preparing materials supporting the annual budget request, as well as unique funding requirement assessments for the ASPR, including performance budget justifications to Office of Management and Budget (OMB) and to Congress.
<p>Qualifications</p>	<p>To be considered for this position, you must meet the minimum qualifications within 60 days of the announcement closing date.</p> <p>Minimum qualifications:</p> <p>GS-09: One year of specialized experience equivalent to the GS-07 grade; OR Master's or equivalent graduate degree; OR 2 full years of progressively higher level graduate education leading to a master's or equivalent degree; OR LL.B. or J.D. ; OR Equivalent combinations of related graduate education and specialized Experience</p> <p>SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and is typically in or related to the position to be filled. Examples of specialized experience includes but is not limited to, office, budget administration analysis, GPRA coordination, and data collection, and analysis. These examples are not all inclusive (refer to the summary of duties for specialized experience).</p>
<p>Veterans' Preference</p>	<p>You may be eligible for veterans' preference if you served on active duty in the United States military and were separated under honorable or general conditions. HHS adjudicates veterans preference claims based on the documentation you submit (e.g., DD-214) with your resume.</p> <p style="text-align: center;">Code – Description of Preference Category</p> <p>CPS - Compensable preference based on a service-connected disability of 30% or more</p> <p>CP – Compensable preference based on a service-connected disability of 10% or more, but less than 30%</p> <p>XP – Other preference granted to recipients of the Purple Heart, persons with a non-compensable service-connected disability (less than 10%), widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.</p> <p>TP - Preference (i.e., other types of qualifying military services)</p> <p>Non-veteran</p> <p><i>Note: Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on request for reasonable accommodation will be made on a case-by-case basis.</i></p>
<p>How to Apply</p>	<p>Email your resume to subarnarekha.jenkins@hhs.gov. Please include the above Announcement Number in the subject line of your email. Veterans receive preference in selection.</p> <p>IMPORTANT: You must provide a copy of your resume by email by 11:59 p.m. Eastern</p>

	Time on June11, 2009 to receive consideration for this opportunity.
Supporting Documentation	ARE YOU USING YOUR EDUCATION TO QUALIFY? You <u>MUST</u> provide transcripts or other documentation to support your educational claims. Unless otherwise stated: (1) unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement. Please note if you are selected for this position, a copy of your official transcripts will be requested.
Assistance	Contact Suba Jenkins at subarnarekha.jenkins@hhs.gov or (202) 401-5833