**한국인 직원 모집 안내**

 ***Korean National Job Opportunities***

**ANNOUNCEMENTNUMBER: KN-10-21-R (Reannouncement)**

**TITLE-SERIES-GRADE:** Contract Specialist, KGS-1102-11

 **SALARY RANGE:** KGS-11: 29,964– 43,531 Won per Hour (Total hourly compensation when bonuses are included)

**OPENING PERIOD:**  23 September 2021 – 6 October 2021

**DUTY LOCATION:** Facility Maintenance Office, Commander Marine Corps Installation Pacific, Camp Mujuk, Pohang, Korea

**TOUR OF DUTY:** Full-Time, 40 hours per week

**AREA OF CONSIDERATION:** All current USFK employees (Korea-wide), and all KN outside applicants

**NOTE:** Full performance level KGS-11.

**Selectee for this position will be eligible for relocation allowance if all requirements of USFK regulations 690-1, para 8-13 are met.**

**MAJOR DUTIES**

Serves as a contract specialist performing the full technical range of contract negotiation, administration and termination of complex, difficult and/or high dollar value contracts. Types of contracts include: firm fixed price, firm fixed price with escalation provisions, cost-plus-a-fixed-fee, time and materials, labor-hours and indefinite delivery contracts. Due to the status of Korean industry, price redetermination is characteristically involved in original negotiations.

1. Performs contract negotiation, administration and termination duties. Conducts complex negotiations utilizing assistance of contract technicians and attacking specific problems requiring greater clarification. Selects type of contract for use and prepares clauses defining special provisions and terms. Takes specific actions on determinations for acceptance and/or rejections of items failing to meet contract requirements; approves or rejects prior production samples upon recommendation of the Quality Assurance Division. Secures approvals of requesting agencies on matters involving time extension, waiver actions demanding prior approval and like matters. Reviews and approves contractor's expenditures; approves purchase order requests; determines allowability of costs. Is responsible for effecting coordination with engineering specialists, inspectors, price analysts, auditors and representatives of using agencies, as appropriate in making analyses and determinations on direct costs, overhead, estimated profits and reasonable profit objectives; recommending acceptance or rejection of requests for deviation from contract terms and specifications; controlling government furnished property. Evaluates material rejection reports, determining proper disposition or negotiating equitable price reduction. Prepares determination and findings, summary reports and other substantiating documents. On contract termination for default or convenience of the government, conducts or participates in conferences with contractor's executives; analyzes cost claims to determine allocable and allowable costs; coordinates clearance of surplus property; makes recommendation on proper allowable profit and on contractor requests for partial payment on claims; prepares history statements.

2. Furnishes staff assistance in the solution of administrative and technical problems. Solves major technical problems varying in subject matter arising in the branch. Answers questions and takes action on problems referred by other members regarding lack of responsive bidding, reluctance of manufacturers to deal with the government or evidence of collusion. Directs the expediting and procurement orders placed on contract to quantity authorized, or are in excess of the authorized monetary allowance; ensures that the most economical mode of transportation is utilized.

3. Provides surveillance and coordination on procurement actions. Assures that contracts comply with legal and regulatory requirements, that funds are available and that authority exists to subject the government or its property to any administrative sufficiency of all contracts, utilizes the pricing, financial, production, inspection and legal advice within the agency. Maintains constant cognizance with respect to contract compliance on the part of contractors. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

a. EXPERIENCE

One (1) year of specialized experience at grade level of KGS-09 or equivalent.

SPECIALIZED EXPERIECNE: Experience which is in or closely related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** 1. Successful completion of study at a ROKG authorized or recognized college or university in any field may be substituted for general experience at the rate of one academic year of education for nine months of general experience.  A full 4-year course of study resulting in an undergraduate degree is qualifying for KGS-5 level. 2. One full academic year of graduate education in a field related to the position being filled may be substituted for one year of specialized experience required at grade KGS-7. 3. Each full academic year of graduate education in a field related to the position being filled may be substituted for one year of specialized experience up to a maximum of two years graduate education for two years specialized experience. A master’s degree in an appropriate field is qualifying for directly related KGS-9 positions provided testing and any licensing requirements are met. 4. Three full years of progressively higher level graduate education or completed doctorate course or a doctorate degree in an appropriated field is qualifying for KGS-11.

b. ENGLISH LANGUAGE COMPENTENCY: 1. The American Language Course Placement Test (ALCPT) score of 60% is required. 2. The passing score of former English Language proficiency Test ("A" series) may be substituted for ALCPT requirement. 3. The TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

**EMPLOYMENT CONSIDERATION PREFERENCE;**

Placement preference will be applied lAW USFK 690-1 using priority groups in descending order (Priority 1-Highest to Priority 9 - Lowest).

1. All current USFK KN employees. (Korea-area)
2. All KN outside applicants

**HOW TO APPLY:** Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. Applicants MUST submit an application for employment (USFK Form 130EK) along with copies of supporting documents (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.). It is imperative that each item of the application is accurately and completely filled in and the application Must be signed (Signature) and dated. Applications should be submitted via email to: mcipac\_korea\_knempl@usmc.mil

Applications that are not completed correctly, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above email address by close of business on the closing date of the announcement will not receive consideration. Do NOT submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letter of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.

**EMPLOYMENT POLICY:** It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment of promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately HRO Camp Mujuk at Local Com: 0503-363-6881

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact the MCIPAC Human Resources Office at Camp Mujuk at Local Com: DSN: 763-6881 or COM: 0503-363-6881