



Vacancy Information

Announcement Number: CNS-15-109

Position Title: Research and Evaluation Manager

Open Period: 12/11/2015-12/24/2015

Pay Plan, Series, and Band: NY-0301-04

Annual Salary: \$107,325 to \$118,900 per Annum

Office and Duty Location: Department of the Chief Executive Officer
Office of Research and Evaluation
Washington, DC

Announcement Open to: Current Corporation Employees only

Relocation: Relocation expenses will not be paid

Position Information: Two Full-time positions, Permanent Appointment

Duties and Responsibilities:

This position is located in the Office of Research and Evaluation. Individuals will be responsible for leading projects and serving as team leads to ensure the team delivers high-quality and timely services and work products to customers. Work includes:

- Developing policy and program questions to be explored;
- Designing research and evaluation projects that apply appropriate social science methodologies capable of addressing identified policy and program questions;
- Implementing research and evaluation projects; addressing and documenting project challenges to maintain project integrity;
- Disseminating project findings through appropriate Agency channels as well as through peer-reviewed or trade publications and professional conferences.
- Managing project resources by developing Independent Government Cost Estimates for acquisitions or budgets (e.g., tasks, positions, level of effort, labor rates) for assigned projects; paying contractor invoices after verifying that deliverables and activities have been provided and meet agreed-upon quality standards; and identifying resources – financial and human - needed to implement assigned projects and working with the Director of Research and Evaluation to secure them.
- Coaching, facilitating, and mentoring team members to ensure the delivery of high-quality

and timely services and/or work products.

QUALIFICATION REQUIREMENTS:

Applicants must have one year specialized experience at the GS-13 level or the upper range of the NY-03 pay band, directly related to independently designing and conducting research and evaluation studies; providing technical (statistical and methodological) direction and oversight to research and evaluation teams; and managing the financial and human resources needed to implement research and evaluation studies.

PLEASE NOTE: Qualifying experience **must** be clearly documented in your resume.

JOB SPECIFIC NARRATIVES

(Please limit your responses to 500 words or less per narrative)

1. Describe a research or evaluation study that you designed and implemented. The summary should provide the same information that is included in an abstract of an article published in a peer-reviewed journal. The length of the description should approximate the word count of a peer-reviewed article abstract.
2. Describe an example of a research or evaluation project for which you provided the technical direction and oversight. Include in this description answers to the following questions:
 - a. How was the budget for the project determined? Were any adjustments required after the project started and if so how did you address these?
 - b. How did you identify and secure the necessary talent for the project?
 - c. What steps did you put into place to communicate the project goals to the team, your expectations of the team, and ensure the delivery of a high-quality end-product?
 - d. How did you leverage the strengths of each team member on the project?
 - e. How did you manage team members with different strengths than your own or those of other team members?
 - f. How did you address any challenges the project may have faced?

BASIS OF RATING

Once your complete application is received, we will conduct an evaluation of your qualifications to determine if you meet the basic qualification requirements listed above. Those applicants who meet the requirements will be referred to the selecting official for further evaluation against the job specific narratives.

HOW TO APPLY

Completed applications **must be received** by 11:59 p.m. eastern time on 12/24/2015. You are strongly encourage to apply via email to tchase@cns.gov. If you are unable to do so, you may hand-deliver your application package to: Corporation for National Community Service, Attn: Twana Chase, 1201 New York Avenue NW, Suite 10707A, Washington, DC 20525. For additional information, you may contact Twana Chase on (202) 606-6653 or via email.

AFFIRMATIVE RECRUITMENT

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

REASONABLE ACCOMMODATION

This agency 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 Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT

As part of your application package, the Corporation for National and Community Service (Corporation) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. The Corporation may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with the Corporation.