

Soft Posting: Award Administration Program Manager

Come make history with the CHIPS Program Office! The Portfolio Management Office within the CHIPS Program Office (CPO) at the National Institute of Standards and Technology (NIST), U.S. Department of Commerce anticipates a need for an Award Administration Program Manager to join our dynamic, diverse, and talented team. Learn more about CPO here www.nist.gov/chips.

The Award Administration Program Manager leads application administration and award operations supporting CHIPS financial assistance and investment programs, including grants, loans, cooperative agreements, Other Transaction Agreements (OTAs), research awards, and other federal funding mechanisms. The position oversees activities spanning the full award lifecycle; develops policies, procedures, internal controls, and performance measures; supports compliance and audit readiness initiatives; performs complex operational and programmatic analyses; and provides strategic guidance to improve organizational effectiveness and support the efficient stewardship of federal resources.

Individuals with experience leading award administration programs involving grants, cooperative agreements, OTAs, research awards, or similar federal funding mechanisms; financial assistance operations; internal controls; compliance and audit activities; program and project management; business process improvement; operational analysis; and cross-functional teams are encouraged to apply by emailing a resume to apply@chips.gov.

The Award Administration Program Manager position is at the ZA-0343-IV level (salary range \$149,913 - \$187,093 annually). U.S. citizenship is required. This position is located in Washington, D.C., though the location may be negotiable based on the candidate and agency needs. The Department of Commerce is an Equal Opportunity Employer. This position will be in the excepted service as a non-competitive appointment under CHIPS Act hiring authority for a pre-determined term length to be discussed during the hiring process.