

**Job Opportunity
Project Manager
CHIPS Program Office
U.S. Department of Commerce**

Summary

The National Institute of Standards and Technology (NIST), CHIPS Program Office (CPO) is seeking a full-time Project Manager to support the Office of the Chief Counsel for Semiconductor Incentives (OCC-SI). The Office of the Chief Counsel for Semiconductor Incentives provides advice and assistance to the CPO within DOC. The Project Manager will serve as a senior, operational advisor for administrative and operational aspects of the work of programmatic and transaction counsel. The Project Manager will build and manage an internal document management system and be the primary coordinator for intake and workflow for the OCC-SI. The project manager will also manage OCC-SI budgeting, including tracking spending and developing budget requests.

The Project Manager position is a full-time (ZA-0343-04) position. The position is located in the Herbert C. Hoover Building in Washington, D.C. This position is telework eligible with supervisory permission.

Description

The Project Manager is a core member of the team providing administrative support. The Project Manager will be responsible for:

- creating and managing matter intake and internal document databases and systems;
- streamlining matter intake processes and tracking the status of matter clearance;
- special operational projects, as necessary; and
- budgeting, including tracking spending and developing budget requests.

The key skills of the Project Manager include demonstrated ability to:

- apply analytical & evaluative methods used to gather, analyze, & evaluate info. about organizational design and the management process;
- build and maintain effective working relations with clients and colleagues and to work effectively in teams;
- maintain professional integrity and use sound judgment in handling confidential information;
- exhibit excellent communication skills and the capacity to present both written and oral ideas clearly, concisely, and persuasively;
- carry out assignments independently with minimal supervision.

Required documents:

A complete application consists of the following:

- **Cover letter.** Address demonstrated interests and qualifications as it relates to the position.
- **Resume showing relevant experience.** Your resume should list your educational and work experience, including the dates (mm/dd/yyyy) and provide the hours per week, if less than 40. For work in the Federal Service, please include the pay plan and grade level for the position(s).

Qualifications

Applicants must have at least 1 year of experience at the ZA-III level, per OPM qualification standards, in program management & evaluation methods/practices, contract management, data collection and analysis, database management, and process design and development. Paralegal experience is desired but not required.

Salary Range

- ZA-IV: \$132,368 - \$172,075

Conditions of Employment

- This position is in the excepted service.
- U.S. Citizenship is required.
- Suitable for Federal employment, as determined by background investigation.

How To Apply

Qualified candidates should send their cover letter and resume to OCCjobs@chips.gov with the subject line "Project Manager - [Full Name]." All other required documents (e.g., copy of transcript) will be required if hired. Applications will be reviewed on a rolling basis.

Department of Commerce is an Equal Opportunity Employer.