

Title: Social Science Analyst
Department: Department Of State
Salary Range : \$92,145.00 to \$119,794.00 / Per Year
Duty Location: Washington DC, DC
Who may apply: U.S. citizens
Supervisory Status: No
Job Announcement Number: ECA-2016-0040
Series & Grade: GS-0101-13/13

Job Summary

This position is located in the Evaluation Division of the Office of Policy and Evaluation in the Bureau of Educational and Cultural Affairs (ECA/P/PV) at the Department of State. The Evaluation Division is responsible for designing and conducting evaluations, as well as implementing performance measurement for the Bureau's international exchange programs. This position is eligible for telework; additional criteria will be required (e.g., supervisory approval).

Duties

- Manages multi-country, multi-year evaluation contracts that assess Educational and Cultural Affairs Bureau programs.
- Conducts ECA program performance measurement, including data collection, analysis and reporting.
- Prepares well-written, clear and professional documents, including program evaluation summaries and reports, performance measurement analyses, and other texts.
- Establishes relationships with a diverse group of evaluation stakeholders, including senior ECA leaders, program managers, external contractors, grantees, sub-grantees, and professional colleagues.

Qualification Requirements

Applicants must meet all the required qualification requirements, including education and any selective placement factors described below by the closing date of this announcement. Education may only be substituted in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook. Education must be accredited by an accrediting institution recognized by the [U.S. Department of Education](#) in order to be credited towards qualifications.

Education completed in foreign colleges or universities may be used to meet the education requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Click on the link for a list of [accredited organizations](#) recognized as specializing in interpretation of foreign education credentials.

Applicants must meet ONE of the required basic entry qualification requirements described below:

Basic Requirements:

Have a undergraduate or graduate degree from an accredited college or university in behavioral or social science; or other related disciplines appropriate to this position;

OR

Have a combination of education and experience that provided you with the knowledge of one or more of the behavioral or social sciences equivalent to a major in this field;

OR

Have completed at least 4 years of appropriate experience that demonstrates that you have acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in this field.

Note: All applicants must submit transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you WILL lose consideration for this position.

In addition to meeting one of the basic entry qualifications requirements listed Above, the applicant must have at least one year of specialized experience that has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the GS-12 level in the Federal service.

Qualifying specialized experience must demonstrate the following:

- Experience managing contracts and conducting multi-country, multi-year international program evaluations.
- Experience preparing reports on evaluations and communicating findings to diverse stakeholders.
- Experience implementing performance measurement for international programs and conducting data analysis.

How You Will Be Evaluated

Your application will be evaluated and rated under the Category Rating and Selection procedures. Based on your responses to the job-specific self-assessment questions, eligible candidates are placed for selection consideration into one of three pre-defined quality categories as described below:

Highly-qualified Category - In addition to meeting minimum qualifications for the position, candidates must fully demonstrate proficiency in all major aspects of the position.

Well Qualified Category - In addition to meeting minimum qualifications, candidates must demonstrate proficiency in some, but not all of the major aspects of the position.

Qualified Category - In addition to meeting minimum qualifications, applicants must demonstrate a basic level of knowledge, skill and ability of the position.

Your qualifications will be evaluated on the following knowledge, skills, abilities (KSAs) and other characteristics that are relevant to the duties of this position and must be fully supported by information in your resume:

Knowledge of international program evaluation and performance measurement processes and

methodologies.

Skills in the conduct of multi-country program evaluations and preparation of evaluation reports and performance measurement data analyses.

Skills in formal and informal training on international program evaluation and performance measurement processes.

Your resume serves as the basis for qualification determinations and must highlight your most relevant and significant work experience and education (if applicable) as it relates to this job opportunity. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Your resume must include the dates of all qualifying experience (from month/year to month/year) and the number of hours worked/volunteered per week. For assistance with creating a resume, please click [here](#).

Application of Veterans Preference: The Category Rating Method does not add veterans' preference points or apply the "rule of three," but protects the rights of veterans by placing them ahead of non-preference eligibles within each pre-defined quality category. Preference eligibles who meet minimum qualification requirements and who have a compensable service-connected disability of at least 10 percent (i.e., CPS and CP) must be listed in the highest quality category, except when the position being filled is scientific or professional at the GS-09 grade level or higher.

Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) candidates must be rated "Well Qualified" for the position to receive consideration for special priority.

Applicants must meet all the qualification requirements and submit any required supporting documentation by the closing date of this announcement. Applicants found to be among the top qualified candidates will be referred to the hiring official for further consideration and possible interview.