



**TITLE: ADMINISTRATIVE SERVICE AND HUMAN RESOURCES INFORMATION
TECHNOLOGY PROGRAM MANAGER**

POSITION: PERSONAL SERVICES CONTRACTOR (PSC)

PAY BAND: MC-2C (\$59.89 per hour - \$79.06 per hour)

A. INTRODUCTION

The Millennium Challenge Corporation (MCC) is an U.S. Government corporation created in 2004. Our mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. To receive assistance, eligible countries are required to enter into a public agreement (Compact) with MCC (also referred to as the “Corporation”) that includes a multi-year plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives, regular benchmarks to measure progress, multi-year financial plan, and a plan to ensure accountability for the use of assistance.

B. SCOPE OF WORK

MCC is seeking a full time personal services contractor (PSC) to function as an IT Program Manager for the Administrative Services and Human Resources (ASHR) division of MCC on all matters relating to ASHR's internal and external IT program management, functionality and requirements.

C. DUTIES

Duties will include, but are not limited to, the following:

- Full-life cycle development, maintenance, enhancements and upgrades of ASHR SharePoint sites to support ASHR business requirements both internal and external, ensuring they work interactively to the greatest extent possible in the following but not limited to program areas – Human Capital, Employee Relations, Performance Management, Training, Oversees, Administrative Services, Staffing and Benefits.
- Provide guidance and train ASHR site owners and content managers on posting content and managing access of team, work-group, applications and public sites including but not limited to the MCC intranet.
- Act as IT Point of Content and Subject Matter Expert for ASHR internal and external sites and programs such as NBC, AFIS and other systems that may be utilized in the ASHR mission.
- Manage the full-life cycle of ASHR Information Technology existing and new project implementation from inception to deployment including working with ASHR stakeholders to formulate and validate detailed requirements of projects and collaboration with external vendors on same.
- Conduct research, analyze, document production functionalities, costs, implementation strategies, implementation timelines, project plans, formulate and recommend best course of action of external products to ASHR and MCC Project/Program Management stakeholders and managers.

D. TYPE OF CONTRACT AND PERIOD OF PERFORMANCE

The candidate(s) will be offered a Time & Materials/Labor –Hours type contract. The contractor is expected to perform on a full-time basis (up to 2,087 hours per 12-month period). The contract performance period is for a one-year base period plus four (4), one (1) year option periods; not-to-exceed five (5) total years.

E. EVALUATION CRITERIA

Applicants will be evaluated against the below criteria.

This position is limited to U.S. citizens or legal, permanent residents, with five years residency history due to the security background clearance requirement. Applications will be evaluated on:

- 1) Significant specialized experience, of at least five years, in SharePoint applications and design;
- 2) Experience serving as a subject matter expert on a wide range of IT systems;
- 3) Demonstrated knowledge of, and experience with, federal government human resources and administrative services programs;
- 4) Education in IT Management
- 5) PMP certified
- 6) Good oral and written communication skills and demonstrated experience developing inter-active intra-net websites.

F. HOW TO APPLY

Interested parties should submit, by email, to recruitment@mcc.gov, the following package:

- 1) Curriculum Vitae/résumé,
- 2) Current PMP certification,
- 3) A cover letter that specifically addresses each of the six (6) evaluation criteria, as listed in this advertisement. In addition to fully addressing each evaluation criteria, a resume reference to the position where the experience was gained should be annotated in cover letter; and
- 4) Three (3) professional references.

Please include “**ASHR IT Program Manager—Full-Time PSC**” in the subject line of your email. The cutoff date and time for applications will be February 17, 2012, 12:00pm EST. However, the MCC may extend this announcement until filled.