

JOB VACANCY LISTING
NRCC HRO SINGAPORE SUPPORT OFFICE
PHONE NO. 421-2568 or 264-3213
As of 08 October 2004

LOCAL RECRUITMENT

N/A

WORLDWIDE RECRUITMENT

The following is a list of positions currently being recruited worldwide. The major duties are provided for your information. There are no vacancy announcements for worldwide recruitments. If interested in one of the following positions, submit your resume to HRSC via the link listed.

SUPERVISORY CONTRACT SPECIALIST, GS-1102-14, (NRCC Singapore)

DUTIES: Conducts program management planning and review, establishing and adjusting long-range schedules, priorities and deadlines for regular and special work assignments. Reviews organization and functional distribution. Plans and proposes changes in organization, distribution of functions, work flow, etc., to accomplish special projects and new missions; identify areas throughout NRCC where processes can be automated or where efficiencies can be gained through automation or linkage to existing systems; determine means of substantially reducing operating costs while improving overall operations; review and comment on managerial surveys; prepare plans to meet substantial changes in workload, propose changes and justify revisions in staffing levels. Develops and administers long-term strategic goals for the Command. While administering the Command's Business Strategic Management Plan, develop management level tasks for department, division heads and key personnel to perform. Lead in establishing tasks that support NRCC's strategic goals, concurrently ensuring Activity Base Timekeeping (ABT) codes are developed to track resources performing the strategic tasks. Develops, tracks and reports metrics to the Commanding Officer, Commander-in-Chief, Pacific Fleet (COMPACFLT) and Commander, Logistics Group Western Pacific (CLWP). As the Senior Civilian, NRCC's Position Management Officer (PMO) and chief advisory to the Commanding Officer for U.S. Civilian (USCS) and Local National ([Singapore, Philippines & Hong Kong's (Chinese Nationals)] personnel requirements. Responsible for carrying out EEO policies and communicating support of these policies to subordinates. Incumbent is also responsible for developing and managing an effective Command training and awards program.

Go to: <http://www.donhr.navy.mil> , for instructions on how to submit your resume.

Click on:

- Job Opportunities**
- Jobs, Jobs, Jobs**
- Then click on the area of interest**

Direct Inquiries on application forwarded one week after the closing date to 1-808-474-3418 ext. 264 and follow the instructions.