



NGA
NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

Leading the **BUSINESS** of Intelligence

Explore NGA
Acquisition Careers

JOIN OUR TEAM!

The Office of Contract Services is seeking **entry-level** and **experienced professionals** with exceptional analytical and decision-making capabilities.

“WE ARE THE AGENCY’S BUYERS” FOR:

- Innovative software and capabilities
- Data
- GEOINT products and services
- Commercial imagery
- Cutting-edge IT equipment and services
- ... and more!

Contract specialists plan and manage acquisitions to procure a variety of products and services for NGA. They work with a team to satisfy customer requirements by developing and implementing acquisition strategies, soliciting and evaluating proposals, negotiating with vendors, and awarding contracts. Contract specialists are also responsible for administering contracts, monitoring contractor performance, preparing modifications, resolving problems, terminating contracts and performing closeouts.

SKILLS AND REQUIREMENTS

All Contract specialists **require** a bachelor’s degree in any field that includes, or has been supplemented by, at least 24 semester hours (or the equivalent) of coursework in a business-related field such as accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

Entry Level

(Students, Pay Band 2)

- Experience in sales, marketing, finance, accounting, etc.
- Ability to understand and analyze customer needs
- Problem-solving, negotiating and strong writing skills

Experienced Professionals

(Pay Bands 3, 4, 5)

- Demonstrate increased ability in developing and implementing innovative approaches and/or creative solutions within government regulations
- Proficiently lead customer interactions
- Experience with a wide range of acquisitions for supplies and services
- Demonstrated experience with complex government contracts is preferred

APPLY NOW

www.IntelligenceCareers.gov/NGA

