



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Contract Administrator 2 [Unclassified]		Salary P26 \$71,408.73 - \$101,588.61	
Posting Number 2-22	Position Number 096228	Number of Positions 1	Posting Period * From: 02/02/2022 To: 02/16/2022
Location: Office of the Commissioner New Jersey Commission on Cancer Research 25 South Stockton Street, Trenton, NJ 08625		Scope of Eligibility/Open to: All Departments/State Employees	

GENERAL DESCRIPTION

Under the Executive Director of the New Jersey Commission on Cancer Research (NJCCR) the Contract Administrator 2 shall assist with the coordination, planning and implementation of specific research programs that address the statutory requirements, mission, and vision of the NJCCR. Coordinates and monitors new and existing grants and contracts that include, but are not limited to, research grants, fellowships, pilot grants and pediatric cancer research grants.

The Contract Administrator 2 will monitor the status of all grants and will ensure programmatic compliance of all applicable laws and regulations as well as the terms and conditions of the award are met by monitoring the activities of the grantee and participating in the grant close out process. Coordinates the close out process of each grant by ensuring all documentation has been completed and that the grantee has completed all requirements in accordance with the Notice of Grant Award (NOGA). During the process, will provide technical assistance to contractors, grantees, and the Vendor regarding any documentation preparation, monitoring, and evaluation methods used.

The position will be responsible for creating and testing new pediatric applications in the New Jersey System for Administering Grants Electronically (SAGE) by preparing the testing to ensure timely filing by applicants. Conducts office reviews to ensure compliance with the Department of Health and NJCCR requirements. Will implement for the Vendor, a review and ranking of all pediatric grant applications as well as create leader boards and open applications in SAGE. Provides assistance to applicants and grantees by troubleshooting any SAGE related issues and recommending resolutions.

The Contract Administrator 2 will be tasked with reviewing the budget revision and grant amendment requests and will recommend approval or no approval to the Executive Director. Prepares Notice of Fund Availability (NOFA) and assists the Executive Director with the Request for Applications (RFA) process.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) years of experience involving responsibility for some aspect of contract/grant work.)

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTOC@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #2-22
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- ***The New Jersey Department of Health is an Equal Opportunity Employer.***
- ***RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.***