



Job Fair - U.S. Department of Health and Human Services

When: Thursday, March 5, 2015; 10:00AM to 1:00PM

Where: 200 Independence Ave SW, Washington, DC 20201, Room 705A

Who: Current Undergraduate or Graduate Students seeking an internship¹ and Upcoming or Recent Graduates seeking a full-time position². Individuals eligible for direct hiring³ (Schedule A, Returning Peace Corps Volunteers, etc.) are also welcome to attend.

What to bring: Driver's License/ID and Resume

RSVP to: ASFRJobs@hhs.gov by Tuesday, March 3, 2015

The U.S. Department of Health and Human Services **Assistant Secretary for Financial Resources (ASFR)** has broad responsibilities, including serving as the Chief Financial Officer, Performance Improvement Officer, Chief Acquisition Officer, and Senior Policy Advisor to the Secretary on matters related to budget and program. We are looking for individuals to join the ASFR team to help deliver impact in meeting the health and human services objectives of the Department. Attendance at the Job Fair is not required in order to apply to any vacancy; all vacancies will be posted onto USAJobs.gov.

ASFR, Office of Budget

Be a part of the team that helps to frame the nation's key health and human services policies that touch all Americans in the form of health insurance, protection from epidemics, cures for diseases, behavioral health services, early education for children, nutrition and independence for seniors, and prescription drug approvals. The Department of Health and Human Services is looking for talented, highly-motivated individuals to lead the development of the President's annual \$1 trillion budget to Congress by formulating and defending policy proposals, analyzing resource needs, evaluating program performance, and working across the Department's 10 operating divisions, the Executive Office of the President, and Congress.

Intern, Budget/Program Analyst, Salary Range: \$34,759-\$55,970

Recent/Upcoming Graduate, Budget/Program Analyst, Salary Range: \$43,057-\$99,296

ASFR, Office of Finance

The Office of Finance provides Department-wide leadership on financial policies, systems, ensuring funds are spent properly, and conducting the government's largest financial statement audit of \$1 trillion. HHS houses some of the largest programs in government, including Medicare and Medicaid. Working in the Office of Finance you will serve as an expert analyst responsible for analyzing and evaluating a myriad of financial and programmatic issues. We are specifically recruiting for a highly motivated individual with strong analytical, written, and communications skills to assist in reducing and preventing improper payments in HHS's largest programs.

Recent/Upcoming Graduate, Program Analyst, Salary range \$52,668 - \$99,296

ASFR, Office of Grants and Acquisition Policy and Accountability

The Office of Grants and Acquisition Policy and Accountability (OGAPA) provides Department-wide leadership and management in the areas of grants and acquisition management through policy development, performance measurement, oversight, data generation and analysis, and workforce training development and certification. OGAPA also provides departmental and government-wide leadership on implementation of the Federal Financial Accountability and Transparency Act and the Digital Accountability and Transparency Act. Finally, OGAPA, through the Office of Small and Disadvantaged Business Utilization (OSDBU), manages the development and implementation of appropriate outreach programs aimed at heightening the awareness of the small business community to the contracting opportunities available within HHS and promoting the participation of all small businesses in HHS contracts.

Recent/Upcoming Graduate, Management/Program Analyst, Annual Salary Range: \$52,668 - \$99,296 (permanent and limited-term appointments)

¹ To be eligible for an Internship position, you must 1) be at least 16 years of age; 2) be U.S. citizen, national or legal permanent resident; 3) be enrolled or plan on enrolling in the current or upcoming semester at least half-time in an accredited degree-seeking program; 4) be in good academic standing; and 5) be enrolled in an accredited institution/program.

² To be eligible for a Recent/Upcoming Graduate Position, you must 1) be a U.S. citizen, national or legal permanent resident and 2) have completed, within the previous two years, a qualifying degree or certificate from a qualifying institution. Veterans unable to apply within two years of receiving their degree due to a military service obligation have up to six years to apply after degree completion.

³ Information on Direct Hiring Authority can be found at <http://www.opm.gov/policy-data-oversight/hiring-authorities/direct-hire-authority/>