

Civilian Career Opportunities

Contracting

NSWC Port Hueneme Division

The Naval Surface Warfare Center in Port Hueneme, CA is looking for highly motivated individuals to join our team of skilled personnel. You do not need to enlist in the Navy to join our team! Ideal candidates are enthusiastic, look forward to hands-on experience, and are able to work effectively in teams. If this sounds like something you would be interested in, we'd love to hear from you!

WHAT YOU WILL BE DOING:

The contracting career field has exciting, challenging, and rewarding work. Specific technical skills are developed through a combination of training, certifications, and years of on-the-job experience.

The contracts department oversees all acquisition functions by managing, performing, and developing policies and procedures for the procurement of supplies and services to meet specific requirements. This is achieved through the use of formal advertising and negotiation procedures.

Tasks include: Planning, evaluating offers, selecting offers, negotiating, administering offers, and terminating offers.

Contract Specialists gain experience through a myriad of developmental opportunities, including research and development and logistics/sustainment.

Contract Specialists work closely with the units they support to determine how to best satisfy each unit's requirements, while complying with the governing laws, regulations, and policy changes, so they must stay abreast of regulatory changes, policy updates, and command directives.

YOUR IDEAL QUALIFICATIONS:

Bachelor's degree is required, preferably in Business. Master's degree or related experience is encouraged and desired.

CAREER PATHS:

Contracts Administration Specialist, Contracts Specialist, Contracting Officer, Team Lead, Division Manager, Deputy and Chief of the Contracting Office

OPPORTUNITY FOR TRAVEL:

Occasional travel (<5%) to various off-site locations throughout the U.S.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education opportunities (various schools)
- DAWIA Contracting Certification Courses
- Additional certification opportunities are continually updated and offered

OTHER OPPORTUNITIES:

- Mentorship
- Networking
- Idea Generation
- Continual Process improvement

TYPICAL WORK SETTINGS:

Majority of tasks are done in an office environment. The work does not require any special physical effort.

FOR MORE INFORMATION:

Contact prth.navsea.recruit@navy.mil