

<https://jobsfor7.com/job/action-officer/>

1 Action Officer

Job Location

United States
Remote work from: USA

Base Salary

USD 40 - USD 50

Employment Type

Full-time, Part-time

Description

1-year non-reimbursable assignment

Office of the Chief Human Capital Officer

Action Officer

Series Requested: 0343,0301,0201

Security Clearance: None

Virtual/Remote: Yes

Only current, full-time federal employees are eligible.

Resumes are reviewed every 30 days until selection/closing date.

This is a Detail, not a Developmental Rotation.

Supervisory approval form must be signed.

This job is open to

- Federal employees – Competitive service

Current or former competitive service federal employees.

- Federal employees – Excepted service

Current excepted service federal employees.

Clarification from the agency

This detail opportunity is for current competitive and excepted service employees only. If

you are not a current federal civilian employee you will not be eligible for this position. DHS Joint Duty Assignments do not apply to members of the Military service or contractors.

Duties

Hiring organization

USAJOBS

Date posted

October 15, 2024

Valid through

31.05.2025

APPLY NOW

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This position is located in the Department of Homeland Security (DHS), Office of the Chief Human Capital Officer (OCHCO). OCHCO's work is critical to supporting and enabling the Secretary's workforce strategy to build an effective, mission-focused, diverse, and inspiring cadre of leaders; recruit a highly qualified and diverse workforce; retain an engaged workforce; and solidify a unified DHS culture of mission performance, adaptability, accountability, and results.

OCHCO is seeking an Action Officer who will work closely with the Chief of Staff's Executive Secretariat and Communications teams to monitor and track OCHCO deliverables and coordinate high profile meetings and speaking engagements on behalf of the Chief Human Capital Officer.

Duties include:

- Developing processes for tracking and actioning unique external deliverables that come through various channels;
- Working closely with OCHCO ExecSec and Comms Teams to help manage inter-office correspondence, taskings, and information sharing;
- Scheduling and coordinating large-scale events on behalf of the CHCO and Deputy CHCOs, to include preparing agendas, securing conference facilities, drafting speaking requests; and
- Supporting OCHCO Chief of Staff to draft memoranda, talking points, and other strategic communications that support leadership priorities.