

**Grants Management Specialists Position Description**

This position functions as a senior Grants Officer in accordance with qualification standards stipulated by internal State Department administrative regulations, providing authoritative technical advice and guidance to the Department’s bureaus and posts worldwide on the administration and implementation of a broad range of grants and cooperative agreements. The incumbent exercises delegated signatory authority, within established monetary limits, to enter into or modify grants and cooperative agreements with domestic and international foreign organizations on behalf of the U.S. Government under Federal Assistance Laws and Regulations and specific legislative authorities and makes related determinations and findings as set forth in the incumbent's certificate of appointment. The work involves the most complex assistance instruments in the Department, which are characterized by large scale grants and cooperative agreements, including technical aspects of the program and negotiation of assistance awards involving large amounts of appropriated funds to private and public sector organizations, international organizations, and foreign governments.

[Grants Management Series, 1109 (opm.gov)](https://www.bing.com/ck/a?!&&p=6681d0b605d956a3JmltdHM9MTcxNDA4OTYwMCZpZ3VpZD0xM2U3NWRhMC0wZGRlLTZkNGMtMTA5Yi00ZWRkMGMxOTZjM2YmaW5zaWQ9NTIzNQ&ptn=3&ver=2&hsh=3&fclid=13e75da0-0dde-6d4c-109b-4edd0c196c3f&psq=opm+1109&u=a1aHR0cHM6Ly93d3cub3BtLmdvdi9wb2xpY3ktZGF0YS1vdmVyc2lnaHQvY2xhc3NpZmljYXRpb24tcXVhbGlmaWNhdGlvbnMvY2xhc3NpZnlpbmctZ2VuZXJhbC1zY2hlZHVsZS1wb3NpdGlvbnMvc3RhbmRhcmRzLzExMDAvZ3MxMTA5LnBkZg&ntb=1)