



PHILIP D. MURPHY
GOVERNOR

TAHESHA L. WAY
LT. GOVERNOR

State of New Jersey
Office of Homeland Security and Preparedness
PO Box 091
TRENTON, NJ 08625-0091

LAURIE R. DORAN
DIRECTOR

NOTICE OF JOB VACANCY

POSTING NUMBER	ISSUE DATE	CLOSING DATE
24-04-S	February 29, 2024	March 15, 2024

TITLE	
Part-Time / Hourly Temporary Employee Service (TES/944) Minimum of 456 hours to a Maximum of 944 hours per fiscal year Program Assistant	
LOCATION	SALARY
Hamilton, NJ or Newark, NJ (Location Preference Required)	\$33.00/hour

<u>JOINING OHSP</u>	If you are looking for an exciting and rewarding career in public service, then come join our team of dedicated professionals. We strive to cultivate a workplace environment that rewards innovation and creativity, and which encourages employees to be forward-thinking, collaborative, and above all, united in our common mission to keep New Jersey safe and secure.
<u>OPPORTUNITY</u>	The New Jersey Office of Homeland Security and Preparedness (NJOHSP) is seeking to fill Temporary Employee Service (TES/944) part-time/hourly positions for the Operations Bureau. This position is in the <u>unclassified service</u> and applicants must meet the minimum job requirements specified below.
<u>JOB DESCRIPTION</u>	<p>The mission of the Operations Bureau is to detect and deter terrorist plots, targeted violence, sabotage of critical infrastructure, and hostile intelligence activities against New Jersey. The Operations Bureau consists of three-unit areas: the Counterterrorism Unit, the Counterintelligence Unit and the Operations Unit.</p> <p>The Operations Unit consists of the Public Protection Squad, the NJ Statewide Threat Assessment Team (NJSTAT) Squad, and the Interfaith Advisory Council Squad. The Public Protection Squad is responsible for target hardening efforts and their three core functions include tripwire engagements, Red Team exercises, and SHADOW deployments. The NJ STAT Squad works closely with the broader multi-agency, multi-disciplinary New Jersey Statewide Threat Assessment Team, which is aimed at preventing targeted acts of violence. The Interfaith Advisory Council Unit leads and coordinates efforts with New Jersey's faith-based partners.</p> <p>The selected candidate will be assigned to the Operations Program, Interfaith Advisory Council (IAC) Unit. Duties will include but are not limited to:</p> <ul style="list-style-type: none">• Assisting in the administrative, analytical, and professional work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services.• General outreach with faith-based partners, developing strategic relationships across the state within the faith-based community.• Identifying areas to grow the program, gathering, and disseminating information provided through the IAC to appropriate bureaus.• Identifying resources within OHSP and with partners for faith-based communities.• Scheduling general member and executive committee meetings.

	<ul style="list-style-type: none"> • Building meeting agendas, securing meeting venues, and other necessary responsibilities to enhance and nurture the IAC program. • While a certain percentage of time will require administrative/office work, a significant amount of time will be spent outside the office. This position requires travel across the state of New Jersey and region, and within the various faith-based communities. <p>This position requires flexibility. The selected candidate will be assigned to the north or south region of New Jersey. You must be available to work after typical business hours on weekdays and must be available on weekends for events/meetings with interfaith communities within the region assigned. There is administrative work which would be done during the week, during business hours. This position will be eligible to use office pool car for business travel with a valid driver's license.</p> <p>The ideal candidate will have strong interpersonal skills, ability to develop and maintain professional relationships, good time management skills, strong communication skills including public speaking ability, and experienced in working with Microsoft Office. Foreign language skills are a plus.</p> <p>TES/944 employees are limited to working 944 hours in a fiscal year (July 1- June 30).</p> <p>TES/944 employees are not eligible for telework.</p>
<u>REQUIREMENTS</u>	<p>Note: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Five (5) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; or Possession of a bachelor's degree from an accredited college or university; and one (1) year above-mentioned professional experience; or Possession of a master's degree from an accredited college or university in a discipline appropriate for the position.</p> <p>Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.</p> <p>License: Appointee 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 essential duties of the position.</p> <p>Resume Note: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.</p> <p>NJ SAME Program Applicants: If you are applying under the NJ SAME Program, your supporting documents must be submitted along with your resume by the closing date of the posting.</p> <p>Interested applicants should submit a Letter of Interest, Resume and State of NJ Application for Employment. All submissions must be received no later than 4 p.m. on the closing date. Failure to submit all required documentation may result in your disqualification from consideration.</p>
<u>SECURITY CLEARANCE REQUIREMENT</u>	Applicants should be aware that all NJOHSP employees must be a U. S. Citizen due to the fact that they need to be eligible to obtain a Secret or Top-Secret Clearance from the federal government. U. S. citizenship is a requirement for obtaining such clearance. Additionally, a criminal and personal background investigation is conducted on all NJOHSP personnel. <i>The inability to obtain or maintain the required clearance will be a basis for dismissal from employment.</i>
<u>NJ RESIDENCY REQUIREMENTS</u>	In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.
<u>NJ ETHICS REQUIREMENT</u>	Applicants accepting employment with NJOHSP are required to adhere to the Conflicts of Interest Law N.J.S.A. 52:13D-12 et seq., the Uniform Ethics Code N.J.A.C. 19:61-1.1. et seq., and LPS Supplementary Ethics Code which may limit or preclude outside activities and/or outside employment. Employees in certain positions are required to annually file financial disclosure statements.
<u>EQUAL OPPORTUNITY</u>	NJOHSP is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

	<p>NJOHSP participates in the “State as a Model Employer of People with Disabilities” (SAME) program. For more information on the NJ SAME Program, please visit https://nj.gov/csc/same/overview/index.shtml</p> <p>NJOHSP provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application hiring process, please notify the agency via careers@njohsp.gov and request the ADA Coordinator contact you. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.</p>
<u>TO APPLY</u>	<p>To apply, please click on the following link:</p> <p>https://njohsp.hire.trakstar.com/jobs/fk0v7xz?source=Civil%20Service</p>