

# HOT JOB OF THE WEEK

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## **Program Analyst**

*Department of Justice, Office of Overseas Prosecutorial Development*

Would you like to use your criminal justice skills to ensure the rule of law and the rights of citizens around the world? Does the idea of helping to increase international cooperation to combat terrorism, organized crime, and corruption excite you? This could be the perfect job for you!

You will be a Program Analyst with the Criminal Division of the Department of Justice.

### **In your position as Program Analyst for the Department of Justice you will:**

- Assist in the preparation of program/grant proposals and implementation plans used for the Criminal Division's foreign criminal justice development/technical assistant activities worldwide
- Assist in the administrative and logistical aspects of OPDAT's technical assistance and skills development program
- Monitor existing assistance programs for financial soundness
- Help track and compile data and statistics for measuring results, impacts, and performance-based reporting
- Prepare and manage financial resources tracking documents
- Help prepare U.S. and other experts to be able to more effectively provide meaningful assistance to foreign justice systems which are in need of strengthening

### **Requirements:**

- You must be a United States Citizen
- You must include your Social Security Number on your application in order to be considered for this position.

**Salary:** \$37,640 - \$86,801 (starting salaries vary and may be based in part on superior academic achievement and/or previous work experience).

**Location:** Washington, D.C.

**Application Deadline:** Friday, May 02, 2008 (There will be a cut-off for this announcement at the end of every month until the positions are filled.)

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