

Position: Project Control Specialist II

Location: USA-VA-Stafford

Full time

Clearance: Secret (TS/SCI eligible)

Job Responsibilities:

- Provide programmatic and analytical support with execution and management of multiple acquisition programs in various acquisition phases as defined under the DoD 5000
- Assist the Project Office with execution and management of cost, schedule and performance parameters
- Provide acquisition expertise and development/maintenance of acquisition documentation, presentation/briefing materials, coordination and action item tracking, and general day-to-day support of programmatic activities.
- Support program office documentation development activities including drafting, reviewing, and updating documents, presentations, and correspondence.
- Coordinate with sponsor offices, executive agents, internal and external partners, and integrators for updates and changes to the system in coordination with Program Office guidance
- Support Program Office risk management activities
- Assist in coordination and management of interoperability testing and integration activities.
- Support research and development activities.
- Assist with technical studies and conduct analysis of current and future requirements.
- Coordinate and attend meetings and conferences, capture and prepare meeting minutes, and provide presentation/ briefing support.
- Must be able to work independently and resolve problems within an assigned area of responsibility.
- Must possess strong organizational and written/verbal communication skills and have the ability to multi-task, communicate professionally, and interface with management, supervisors and peers

Minimum Requirements:

- Should have at least five (5) years' experience (with a Bachelor's degree in Business, Finance or related field) or seven (7) years' experience (with an Associate's degree), or nine (9) years' experience (with a High School Diploma).
- Must also have at least two (3) years' experience in support of DoD programs having the Integrated defense AT&L Lifecycle Management framework, and experience with ensuring adherence to master plans and schedules; and developing solutions to program problems are required.

- Certified Associate Program Management Professional (CAPM) or DAU Level 1 certification requirements in Program Management preferred.