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Expert Acquisition Management Portfolio Manager

Position ID: 2016 – EM– 603

Position Location: Springfield, Virginia

Duration of Position: Full-Time

Security Clearance: TS/SCI Clearance REQUIRED

Need Date: Contingent/September

Intelligence Consulting Enterprise Solutions, INC. is looking for an Expert Acquisition Management Portfolio Manager.

Description:

The successful candidate will apply Earned Value Management (EVM) techniques to support the assessment of program, project and contractor cost performance. Support the business case development for OMB Circular A-11, Performance-based Management (Earned Value Management). Identify and obtain information to meet OMB reporting requirements related to EVM and/or Operational Analyses. Support the customer EVM executive and EVM Focal Point at customer and industry EVM forums, conferences, and working groups. Assist in the establishment of processes and procedures for managing portfolios.

Provide the customer with investment trade off analysis and recommendations. Monitor portfolio performance and implementation of investment decisions. Evaluate programs and project performance across the organization and make comprehensive recommendations to the customer. Provide expertise and advice to plan, manage, and execute programs and projects. Provide the customer advance and objective insight into program issues, execution risks, and corrective actions. Draft, review, and, after customer approval, publish program reports required by statutes and regulations. Participate in program management, business management, and budget execution reviews and provide feedback to the customer. Support programmatic activities with development contractors.

Review and revise management and governance policies, instructions, standards, and best practices. Develop and plan tailored contract oversight and scope verification activities consistent with customer program and financial management policies and plans. Review and assess contract documentation and changes. Support fact finding for negotiations and provide feedback to the customer. Plan and conduct Contract Implementation Reviews (CIR) and Integrated Baseline Reviews (IBR). Facilitate and support customer program meetings, reviews and off-sites. Utilize program management tools (MS Office, MS Project, etc.) and techniques to support program and portfolio managers. Provide support to the customer



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working groups by coordinating and recording regular meetings, drafting working group related documentation, processing action items, tracking milestones, and performing other related efforts. Create briefings, interactive presentations, and video products.

Review needs analysis to recommend current and future program and project requirements. Support the development of customer requirements through analysis. Evaluate performance models and simulation trades supporting legacy system and future system performance. Assist with management of customer needs and related processes consistent with Intelligence Community and Department of Defense capabilities structures. Assist Account Managers in developing defensible justification of customer needs.

Provide subject matter expertise to ensure that customer understands the expectations of Air Warfare, Naval Warfare, Land Warfare, and Special Operations systems for GEOINT. Ensure that program managers and system developers understand customer's planned capabilities early in the acquisition life cycle. Inform Service Acquisition Executives, program managers, developers, and customer staff about GEOINT and the GEOINT equities of emerging and after-next systems. Evaluate and assess risks for selected customer programs and projects. Provide processes, procedures, and documentation necessary to identify, assess, monitor, and control risks and issues. Produce status reports and recommendations for effective risk management.

Required Qualifications:

- Active TS/SCI with completed background investigation within the last 5 years
- Must be able to pass a CI polygraph examination upon customer request
- Bachelor's Degree in a related field
- Project Management Professional (PMP) or equivalent certification preferred, with demonstrated experience and application of Project Management Institute (PMI) tools and techniques delivering capabilities
- Strong oral, written, interpersonal and customer service skills
- Proficient in MS Office tools to include PowerPoint, Excel, Project, Visio, and Word
- Ability to plan, develop, monitor, control, analyze, report and communicate a fully sequenced, resource-loaded project schedule to various stakeholders utilizing the Critical Path Method (CPM)
- Ability to identify and track technical, business, and programmatic risks or issues, obtain and analyze data for impacts, and communicate results with recommended mitigation options to various stakeholder levels within the Government, from working level to D/NGA or higher.



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- Knowledgeable and experienced in performing most aspects of the project life cycle, process groups, and project processes, to include inputs/outputs of each, as laid out in the Project Management Body of Knowledge (PMBOK), Projects in Controlled Environments (PRINCE2), or equivalent.
- Ability to respond to environmental changes and contain strong interpersonal skills with respect to leadership, team building, motivation, communication, influencing, negotiating, trust building, conflict management, coaching, cultural and political awareness

Desirable Qualifications:

- Master's degree in project management preferred.