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Program/Budget Consultant

Position ID: 2016 – EM– 616

Position Location: Springfield, VA

Duration of Position: Full-Time

Security Clearance **TS/SCI with Polygraph**
(TS/SCI Clearance REQUIRED)

Need Date: Immediate

Intelligence Consulting Enterprise Solutions, INC. is looking for a Program/Budget Consultant.

Description:

Planning Guidance Coordination and Development

- Review, coordinate, and provide comment on external and internal policies and proposes updates per customer guidance
- Support specific planning guidance
- Support the prioritization of all program and resource requirements
- Provide the requested input and comments by coordinating with the relevant offices and programs
- Prepare leadership for Senior Groups

Building the Program

- Develop the Program submissions
- Provide guidance to offices in the development of the program resource requirements
- Submit resource-balanced programs to the Directorate (both fiscal and manpower)
- Coordinate with relevant offices and program managers
- Develop and submit project narratives that are aligned with PSB worksheets
- Support the development of the Program Review briefing and special topic briefings
- Summer Submission to Oversight, finalizing the Budget Submission to Congress, Building and Presenting the Congressional Budget to Congress

Program Management Activities and Program Briefings

- Create, manage collect and report on measures. These measures will be displayed on the Strategic Dashboard enabling Senior Leadership a quick overview of key performance areas. The matrix Performance personnel will leverage existing relationships with managers and technology experts in other directorates to provide the best approaches and solutions to Performance Management issues
- Work with their program office in reporting IC-wide measures, which are common across multiple intelligence agencies and Program Assessment (PA) measures that are unique to Customer
- Work with their program office to refine, align, develop and edit performance measures
- Help develop and provide input and feedback on performance policies, processes, practices and procedures.



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Required Qualifications:

- 12 years of total experience with at least 8 years of demonstrated specialized experience in budget planning and development.

An active TS/SCI clearance is a minimum requirement for this position. Must be willing to obtain Poly.

Desirable Qualifications:

- Demonstrated skills and abilities necessary to provide programming/budget Subject Matter Expertise.
- In-depth knowledge of resource management process to include both fiscal and manpower
- In-depth knowledge of DoD's budget process.