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**Program Office Support - Evaluator**

Position ID: 2016 – EM– 602

Position Location: Springfield, Virginia, United States

Duration of Position: Full-Time

**Security Clearance TS/SCI with Polygraph (have or obtainable)  
(TS/SCI Clearance REQUIRED)**

Need Date: Immediate

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**Intelligence Consulting Enterprise Solutions, INC. is looking for a Program Office Support - Evaluator.**

**Description:**

- Oversees one or more portfolios, consisting of multiple initiatives and projects within each.
- Provides technical expertise and assistance to the Government customer and Government representatives on portfolio, initiative, program or project level matters.

**Duties include:**

- The ability to know and apply appropriate programmatic tools and techniques in any given situation as a means to achieve project, program, initiative or portfolio objectives, ensuring continuous alignment to Agency objectives.
- Participation in capability-based technical reviews, programmatic reviews, and milestone reviews.
- Reviewing products and artifacts and provide feedback to the Government representative.
- Participating in Governance Boards, Working Groups, Integrated Product Teams (IPT), and studies as appropriate.
- Facilitating transformation of an PMO-like culture with associated workflow approaches utilizing industry best practices.
- Providing detailed information for updates to the project, initiative, and portfolio level reporting requirements, as directed.

**Required Qualifications:**

- Strong oral, written, interpersonal and customer service skills.
- Proficient in MS Office tools to include PowerPoint, Excel, Project, Visio, and Word.
- Bachelor's degree



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- At least 4 years of project management experience with the 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
- 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 Government applications/programs, 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.
- Active or Current TS SCI &
- Must be willing to take and pass polygraph exam
- Other duties as assigned

### **Desirable Qualifications:**

- Master's degree in project management preferred.
- Project Management Professional (PMP) or equivalent certification preferred, with demonstrated experience and application of Project Management Institute (PMI) tools and techniques delivering capabilities.