

Division/Department	PROGRAM OFFICE	Type of position:	New Concepts Management Solutions
Location	Open	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Contractor	www.ncm-solutions.com
Job Title	PROGRAM MANAGER	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Please send resumes to: info@ncm-solution.com

GENERAL DESCRIPTION

Program Management Support Senior Level:

- Provide knowledge and experience in acquisition and program management philosophy, policies and procedures to DoD level project/program management tasks throughout their life cycles.
- Employ integration, communication, coordination, organizational, and planning expertise to technical and acquisition efforts
- Assist in the coordination and integration of such aspects of program management as engineering, procurement, financial management, environmental management, configuration, test, manufacturing, and integrated logistics support in order to effectively assist in the implementation of program direction.
- Perform a wide range of program management activities:
 - gathering a variety of program information
 - conducting analyses
 - assisting in program management strategy planning
 - assisting in milestone planning, tracking
 - scheduling; assisting in establishing and maintaining databases
 - assisting in developing and analyzing key program metrics
 - assisting in developing and integrating risk management plans and strategies
 - supporting program briefings
 - assisting in determining program progress
 - communicate recommendations orally and in writing to higher organizational management

EDUCATIONS/WORK EXPERIENCE REQUIREMENTS

Minimum Education/Experience Requirements (one of the following): 15 years of Acquisition Management or Program Management experience (as specified in the task order) (Government or industry) of which 5 years must be in a Defense acquisition program as either a program/project manager, IPT lead, or sub-IPT lead. At least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract