

**Position:** Portfolio Manager (SME Associate)

**Clearance:** Secret, TS-SSBI Preferred

**Certifications:** CompTIA Security+ (required within 90 days of employment), CISSP Preferred, PMP Preferred, ITIL v3 Preferred, CMMI Best Practices Preferred

**Location:** Falls Church, VA (January 2011 – June 2011), Ft. Meade, MD (July 2011 – EOC)

**Position Requirements:** Provides acquisition lifecycle Project Management support to DISA IA51. Drafts, reviews, revise and deliver acquisition documents including Requests for Information, Requests for Proposals, Requirements (Solution Definition Documents), Evaluation plans, Test plans, Concept of operations, Statements of work and other related technical documents. Additional position requirements identified below.

**Customer Requirements:**

- Bachelor of Science in Electrical Engineering, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline.
- Must have a demonstrated understanding and ability to plan and manage projects
- Must be proficient with MS Project
- Must be proficient with MS PowerPoint
- Must have experience in generating reports for senior leadership and presenting project status
- Must be able to analyze project data and proactively work towards meeting project milestones
- Must have experience with enterprise-level programs that are deployed to the CC/S/A
- Must be able to work with others to obtain accurate and timely activity reports
- Experience in portfolio management processes to include the project's total expected cost, resource utilization, milestone and timeline development, magnitude and timing of benefits to be realized, and relationship or dependencies with other projects both within the portfolio and with other organizational efforts

**Essential Skills:**

- DoD/DISA experience
- Excellent Project Management skills
- Excellent Scheduler
- Excellent Reporting and Technical Writing skills
- Experience reporting status to executive level staff
- Outstanding Communication skills
- Self-starter/self-motivated/independent worker
- IA knowledge and experience

**Working Conditions:**

- Must be able to work in close coordination with project leadership and function as a trusted adviser to the client
- This organization is part of the BRAC with offices in both Falls Church and Fort Meade