



Seeking SOCOM Program Analyst

U. S. Citizenship and Department of Defense Secret Clearance eligibility are required

Transformation Systems, Inc.

TSI has an immediate opening for a mid-level Program Analyst. This is a telecommute position with required travel to Tampa FL, Lexington KY, Reno NV, and other domestic locations as required.

TSI is a fast growth management systems engineering company of possibility thinkers helping leaders achieve their challenging enterprise transformation goals. Delivering proven solutions with a blend of expertise in industrial engineering, organizational psychology and applied science, TSI's consultants drive measurable individual, group, and organizational improvement. Agency capability and readiness expand as a result of TSI's integration of project management, relationship management and knowledge management. Receiving numerous accolades for helping set historic records in the counter-IED effort and for facilitating successful large-scale technology transitions, TSI is a company that executives call to increase productivity, efficiency, effectiveness and responsiveness.

Program Analyst – Working with the customer, a successful candidate will:

- Independently lead client projects while collaborating with other consultants, analysts and partners.
- Create professional executive documents using MS Office and similar tools.
- Facilitate Integrated Product Teams (IPTs), off-sites, working groups, audit teams, etc.
- Apply passive and active listening skills to capture key information in interviews and group meetings.
- Collect and analyze facts and data, develop conclusions and recommendations for program performance improvement and share them with the customer.
- Develop tools and methods to facilitate streamlining of business processes as requested by the customer.
- Participate in multiple weekly conference calls to capture and track progress on action items for various program office teams, keeping team members and action officers abreast of their status.
- Develop and update various reports and databases required by the customer.
- Develop and update dashboards on the customer's SharePoint portal.
- Facilitate formalization and development of business processes and process improvements across the variety of business processes supporting the customer's program office.
- Review and recommend improvement to various program documents as requested by the customer.
- Travel as required to support the customer – typically 1-2 weeks per quarter.

Ideal candidates will have:

- Experience: 5+ years in a management or consultative position
- Excellent communication skills – verbal, listening and written
- Superior written communication skills, the ability to define solutions and implement a complex deliverable.
- Strong interpersonal, analytical, and problem-solving skills.
- Excellent skills in the Microsoft Office Suite of products. Skilled in the use of VISIO, MS Project, SharePoint and Access desired
- Active DoD Secret Clearance preferred
- Bachelor's degree in business or technical field required, Master's degree preferred from an accredited university.
- DoD acquisition program office experience, either as an employee or contractor in one of the following competencies with a Level 2 certification equivalent or above: SE, Logistics, Program Management, BFM, Legal, Contracting
- Experience with business process improvement and strategic plan development and execution
- Military experience is highly desirable

TSI offers a competitive compensation and benefits program. Please apply at www.transformationsystems.com or email your resume, security clearance status and compensation requirements to jobs@transformationsystems.com.

About TSI: Founded by leadership author and executive consultant Dr. Marta C. Wilson, Transformation Systems Inc. (TSI) is a management systems engineering company that helps military and civilian leaders within the defense community achieve their extremely challenging goals in ways that are most efficient, effective and responsive. TSI provides enterprise transformation solutions, applying industrial and systems engineering principles and practices to the realm of organization design. Our team is comprised of highly motivated and insightful experts in the fields of engineering, psychology, math, science, business and evaluation. We are thought leaders with a passion to make a difference. Transformation Systems, Incorporated is an Equal Employment Opportunity employer.