

Job Title	Ship Acquisition Engineer - (C/N/Sec/INT/INT)
Reports to	Program Manager
Location	Washington D.C. area

Meet Us & This Opportunity

TSI is an award-winning premier Capital Services firm. Connect with our history, culture, values and talents at www.transformation-systems.com. With talented people at all levels, ready and able to jump in to make a difference, TSI helps to move organizations' performance forward. This **BS&E** level opportunity helps us someone who wants to be a part of a team making a difference for our Navy customers. Upon award, the opportunity is based at the customer site in Arlington, VA, with occasional travel to TSI's other D.C. area locations.

Duties and Responsibilities

- Assist with program management support of N/IM execution to include processing documents, reviewing policies and acquisition governance that contribute to support the preparation, review and analysis of program execution documentation
- Collect, consolidate and analyze information from the Warfare Centers and labs for Research and Development facilities and monitor execution of specifications and data management
- Interface with Naval Warfare Centers and labs in the analysis of collected data sets on infrastructure and mission execution
- Provide customer, advice and administrative services for the efficient and effective management of day to day operations of Systems Engineering (SE) activities, projects, and initiatives
- Provide program management, project monitoring and reporting, management of SE workshops, meetings and training efforts
- Establish administrative management processes and repositories for SE related official hard copy and online products (Objective Structed Exchanges (OSE) of official communications, external correspondence, directives, letters, and communications from ODA periodic, and other agencies)
- Assist ODA (SE/IM) in the phase transition towards the ODA digital transformation of work responsibility for SE processing initiatives by transferring relevant technical documents and working files following disposition decisions
- Provide customer systems engineering support to SE activities and projects
- Support draft, review, and finalization processes for SE communication initiatives
- Support Capability Requirement and Risk Analysis (CRA) efforts
- Provide supported, analytical assessments or evaluations in support of SE policy development, decision-making, management, or administration for government approval
- Provide administrative and technical writing support for SE plans and artifacts for N/IM system

Qualifications

Required

- 4 years general experience in Systems Engineering (SE) analysis
- At least 3 years related to a SE/IM task or project
- Bachelor's Degree in Engineering or related technical field