

Job title	<i>Navy Acquisition Engineer – CONTINGENT HIRE</i>
Reports to	<i>Program Manger</i>
Location	<i>Washington D.C. area</i>

About Us & This Opportunity

TSI is an award-winning Human Capital Services firm. Connect with our history, culture, values and talents at www.transformationsystems.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 **Mid**-level opportunity belongs to 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 RDT&E 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 mission execution via spreadsheets and data manipulation.
- Interface with Naval Warfare Centers and labs in the analysis of collected data calls on infrastructure and mission execution.
- Provide assistance, 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, roadshows and training efforts.
- Establish administrative management processes and repositories for: SE related official hard copy and online products; Objective Qualified Evidence (OQE) of official communications; external correspondence; directives, letters, and communications from DON and DoD; and other agencies.
- Assist DASN (RDT&E) in the phased transition towards the DON digital transformation of work responsibility for SE streamlining initiatives by transferring relevant technical documents and working files following disposition decisions.
- Provide various systems engineering support to SE activities and projects.
- Support draft, review, and finalization processes for SE communication initiatives.
- Support Capabilities Requirement and Risk Analysis (CRRA) efforts.
- Provide organized, analytical assessments or evaluations in support of SE policy development, decision-making, management, or administration for government approval.
- Provide administrative and technical editing support for SE plans and artifacts for RDT&E review.

Qualifications

Required

- 4 years general experience in Systems Engineering (SE) analysis.
- At least 5 years related to a DoD task or project.
- Bachelor's Degree in Engineering or related technical field

- Active Secret Security Clearance

Preferred

- Demonstrated knowledge in area of engineering expertise with an emphasis in Navy Acquisition and Naval SE highly preferred.
- Master's Degree in Engineering or a related technical field

Work Setting

TSI offers an industry leading benefits program including health, disability, life, and company match 401k as well as an outstanding company culture recognized by the Washington Business Journal as a Great Place to Work. For more information, visit <http://transformationsystems.com/about/work-with-us/>.

Transformation Systems, Inc.

Founded by leadership author and executive consultant Dr. Marta C. Wilson, Transformation Systems Inc. (TSI) is a Human Capital Services firm 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.
