

<b>Job Title</b>	Naval Acquisition Functional/Program Analyst – (CONV)(202F) (M)
<b>Reports to</b>	Program Manager
<b>Location</b>	Washington D.C. area

#### About Us & This Opportunity

TSI is an award-winning Human Capital services firm. Connect with our history, culture, values and talents at [www.transformation-systems.com](http://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 **SMF** 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

- Provide executive level assistance in program planning, scheduling, documentation, edit and review, to include preparation of pitch and talking papers, executive summaries, and executive correspondence.
- Manage all SOW and OSD authors, congressional reports, letters, SOWs and OSD instructions, Commissioning and (C) delivery packages, Acquisition Info Reviews, review packages, acquisition plans and strategies and congressional correspondence.
- Provide program management expertise in support of program execution.
- Provide support for government Program Reviews and other program level meetings to include preparing presentation go brief material, coordinating the meetings and sending out invitations and taking meeting notes.
- Conduct research for special studies and analysis.
- Assist in strategic planning and development of strategic initiatives, business practices, and recommended acquisition business process improvements.
- Provide liaison functions with DOD, DoD, and other agencies and organizations.
- Utilize the DOD correspondence and tracking systems (e.g. DOD Tracker).
- Coordinate, collect, consolidate, and analyze information contained in various databases and information collected during site calls.
- Coordinate guest speakers for narrative training opportunities, awards, and other SMF events.

#### Qualifications

##### Required

- At least 2 year's experience with the Navy to qualify for (M) or supporting Navy Acquisition programs.
- Strong organizational skills and excellent verbal and writing skills.
- Proficient with the Microsoft Office suite and have experience producing high-quality documents and presentations.
- Experience and knowledge for proper handling of Personally Identifiable Information (PII).
- Bachelor's Degree in a related field.
- Active Secret Security Clearance

##### Preferred

- Experience developing documents and presentations for (M) / (F) level leadership.