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| Job title | <i>Navy Acquisition Functional/Program Analyst – CONTINGENT HIRE</i> |
| Reports to | <i>Program Manager</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

- Provide executive-level assistance in program planning, scheduling, documentation, edit and review, to include preparation of point and talking papers, executive summaries, and executive correspondence.
- Manage all SECNAV and OSD taskers, congressional reports, letters, SECNAV and OSD instructions, Commissioning and Christening packages, Acquisition Gate Reviews, waiver 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 pre-brief reviews, coordinating the meetings and sending out invitations and taking meeting notes.
- Conduct research for special studies and analyses.
- Assist in strategic planning and development of strategic initiatives, business practices, and recommended acquisition business process improvements.
- Provide liaison functions with DON, DoD, and other agencies and organizations.
- Utilize the DON correspondence and tracking systems (e.g. DON Tracker)
- Coordinate, collect, consolidate, and analyze information contained in various databases and information collected during data calls.
- Coordinate guest speakers for nominative training opportunities, awards, and other AWF events.

Qualifications

Required

- At least 4 years' experience with the Navy Acquisition Workforce 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 SES/Flag level leadership.

- Detailed knowledge and experience implementing policies and procedures for safeguarding PII such as Security Classification Guides (SCG), NAVADMIN 125/10, CMMC, etc.

Work Setting

TSI offers an industry leading benefits program including health, disability, life, and company match 401k as well as flexible work schedules including telework options and 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.
