

<b>Job Title</b>	Program Manager – (CONTINGENT HIRE)
<b>Reports to</b>	Executive Vice President
<b>Location</b>	Washington, D.C. Area

#### About Us & The Opportunity

TSI is an award-winning Human Capital Services firm. Connect with our history, culture, values and talents at [www.transformationalsystems.com/enr](http://www.transformationalsystems.com/enr). With talented people at all levels, ready and able to jump in to make a difference, we help to move organizations' performance forward. This **Senior** 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

Organize and lead a highly experienced and credentialed team of 20-25 individuals tasked with providing administrative, technical, analytical, systems engineering, financial management, information technology, logistics, and program management support services to the Assistant Secretary of the Navy for Research Development and Acquisition (ASD(RD&A)).

- Provide overall program management and analytical support.
- Provide issue resolution as options are necessary with recommendations based on experience.
- Provide recommendations for high level briefing and reviews including the development of agendas, providing input for the development of briefing packages and supporting documentation, composing meeting minutes, and tracking action items as needed.
- Coordinate with TSI's Executive Vice President and Director of Operations to ensure appropriate staffing and resource planning throughout the project.
- Participate in proposal development and business development opportunities.

#### Qualifications

##### Required

- 10 or more years of experience as a Program Manager
- At least 8 years supporting Navy or DoD Programs.
- Bachelor's Degree in business or a related subject in field.
- At least 1 year of experience in a direct support role for ASD(RD&A) level leadership.
- At least 5 years of direct supervisory experience in planning, evaluating, directing, tracking, analyzing, and coordinating complex projects and providing support to senior leadership in addition to DoD program management.
- Familiarity with human capital management programs, policies, and regulations in the defense sector.
- Writing, preparing briefings, defense program management and small business management.
- Experience with gathering and reporting data in support of DoD/NA/NSA establishment and maintenance.
- Experience in responsibilities and duties that require attention to detail; data analysis, quality assurance and risk management, and accuracy of information.
- Active Secret Security Clearance.