

Job Description



Job Title:	Program Analyst		
Location:	Arlington, VA	Travel Required:	Minimal
Level/Salary Range:		Position Type:	Full time
Date Posted:	12/15/17	Posting Expires:	When filled
Mandatory Job Requirements:	Active TS/SCI		
Applications Accepted By:			
E-mail: michelle.dionne@imcva.com Email Subject Line: Program Analyst <i>Preferred method of receiving applications is email</i>			
Job Description			

Responsibilities:

The analyst shall provide Human Capital analysis and strategic work force planning expertise and communications support associated with the oversight and management of Strategic Workforce Planning within the Defense Intelligence Enterprise. Support includes, but is not limited to:

- Performing analysis on civilian, military and contractor workforce data from across the Defense Intelligence Enterprise to assess mission readiness, and provide substantive assessments and recommendations to HCMO leadership.
- Drafting policy and leadership responses on human capital and strategic workforce planning tasks in support of a "Total Workforce" (both military and civilian). Analysis shall include the identification of Defense Intelligence Enterprise workforce risk anomalies.
- Providing substantive support to the development of strategic workforce planning documents as required.
- Developing professional quality presentations tailored to audiences throughout the Defense Intelligence Enterprise.
- Providing support in the presentation of the reports to OUSDI(P&R) and any follow-on inquiries as to reports preparation, data gathering, validation, and the initiative's enduring integration into applicable Components' institutional plans.

Required Qualifications and Skills:

Note: These are mandatory items that all candidates must have when making application to IMC for this position. Please ensure that your submission addresses each of these requirement items. Candidates without these required elements will not be considered.

Program Analyst must meet the minimum qualifications:

- Four-year undergraduate degree from an accredited university.
- Five years of policy and program management support.
- **Active TS/SCI security clearance.**

Preferred Qualifications for the Program Analyst include:



- Three years of senior level organizational project management experience is highly preferred.
- Three years of experience in business intelligence tools and data analytics. Experience with MS Office products, specifically MS Excel.
- Public relations skills including courteousness, tact, and good verbal and writing communications skills. Expert analytical writing skills.
- Ability to work independently, self-motivated, and work cooperatively with other office personnel.
- Program Management experience in a DoD environment is preferred and OUSD (I) experience is highly preferred.

Background Information

Filling in to a new contract starting Jan 2018.

Innovative Management Concepts, Inc. (IMC), a [Service-Disabled Veteran-Owned Small Business](#), provides systems engineering and information technology services to government and commercial clients. As a Service-Disabled Veteran-Owned Small Business, IMC places a special emphasis on recruiting and hiring veterans. Since its founding in 1989, IMC has offered expertise in: software development, verification, and validation; technology and project forecasting; continuous feedback and organizational communications; training systems; IT architectures; and website development, maintenance, and help desk support. Find out more about IMC at www.imcva.com.

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