

Position Description

Position	Project Control Specialist- anticipated for emerging contract opportunity
Position Description	<ul style="list-style-type: none"> • Support the DHSS product management processes that monitor and manage the execution of activities by DHSS development and deployment contractors • Provide direct program customer interface support to all levels of the MHS. • Support management at the product-level. A project in relation to this position begins upon capability and is typically concluded when the system is deployed and operations are stable. • Serve as project controller for assigned product activities, including design, development, testing, integration, implementation, and sustainment. • Conduct project planning, develop project plans and documentation, define and manage project resources, and provide general project monitoring. • Monitoring and evaluating contract deliverables for operational effectiveness, functionality, cost, efficiency, benefits, and contract compliance. • Provide technical assistance to the DHSS Program Manager with respect to design, development, deployment, sustainment plans and activities. • Represent DHSS in its project relationship with other DoD organizations conducting briefings and product orientations, represent DHSS on Integrated Product Teams (IPTs), Working Groups, and in various meetings, conduct the monthly DHSS product IPTs, and provide product line advocacy support on behalf of the DHSS Program Manager. • Integrate the development and deployment activities across Program Office functions and administer a risk management program for the project according to the overall PO Risk Management Plan.
Desired Experience	<ul style="list-style-type: none"> • Demonstrated experience and ability to prepare and analyze financial statements, develop project schedules, utilize cost accounting and labor-reporting systems, and manage contracts and/or subcontracts with minimal oversight. • Demonstrated experience and ability to use spreadsheets and project management tools to track deliverables, financial transactions, and management information. • Manage financial and/or administrative aspects of assigned contracts and deliverables. • Track and validate all client financial information, maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. • Update task reports with funding information and prepares revenue projections for all active contract task orders. • Good writing and oral communication skills. • DoD and /or DHSS and or MHS experience a plus
Work Location	Falls Church and various locations within the Washington DC Metropolitan Area
Start date	Start date contingent on contract award during FY2010.
U.S. citizen / Perm Resident	U. S. Citizen
Contact	KSJ, Inc.: Michelle Marks, 703-824-7739, mmarks@ksj.us