

Position Description

Position	Subject Matter Expert (Functional) 1- anticipated for emerging contract opportunity
Position Description	<ul style="list-style-type: none"> • Provide business and administrative planning, organizing, direction, coordination, and control, all designed to accomplish the tasks described by the customer. • Provide support to develop and implement a quality management approach that ensures repeatable processes, identifies opportunities for improvement and provides a structured approach throughout the DHSS program from planning through operations. • Conduct a risk management program to include identifying, capturing, and providing mitigation plans for major program and contract risks in accordance with the DHSS Risk Management Program. • Conduct the program level metrics program to include tracking and reporting of progress, trends, problems, and costs within the program. This approach shall encompass all entities involved in the DHSS program. • Produce professional and accurate work products using sound judgment and discretion. These may include cost reporting, Earned Value (EV) support, contract quality assessments, and review of contractual documents. • Knowledgeable and have experience in implementing SEI Capability Maturity Model (CMM) processes.
Desired Experience	<ul style="list-style-type: none"> • Demonstrated experience and ability to define problems and analyze and develop plans and requirements in the subject matter area for simple to moderately complex systems in the subject matter area. • Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. • 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