



<b>KSJ &amp; Associates</b> <b>5203 Leesburg Pike Suite 901</b> <b>Falls Church, VA 22041</b>	
<b>Position</b>	Information Assurance (IA) Subject Matter Expert (SME) / Project Manager
<b>Position Description</b>	<ul style="list-style-type: none"> <li>○ Serve as an IA SME and advisor to the Program Manager (PM), Deputy Program Manager (DPM, Electronic Health Record) and Director of Information Assurance.</li> <li>○ Provide project management support as a member of a communications and computing infrastructure (C&amp;CI) team focused on developing solutions supporting Military Health Systems' Electronic Health Record initiatives. <ul style="list-style-type: none"> <li>– Develop project planning documents (charter, scope, schedules, PMPs, Concept of Operations documents, test plans, etc.) in accordance with Project Management Institutes' PMBOK best practices.</li> <li>– Assist with development of project acquisition activities ranging from technical requirements development, solicitation documentation, independent government cost estimates.</li> <li>– Interface with military, government, and government contractor personnel as necessary to integrate the execution of complex technical tasks within cost and on-schedule.</li> <li>– Facilitate and/or support meetings with MHS Program Offices, Military Service departments, Department of Veterans Affairs (VA), Implementation vendors, and other project stakeholders. Meeting support includes, but is not limited to, scheduling speakers; developing and distributing pre- and post-meeting materials; documenting meeting discussions; and tracking action items to completion.</li> <li>– Developing official correspondence for the Program Manager/DPM, Electronic Health Record.</li> <li>– Drafting briefings and issue, information and decision papers as necessary.</li> <li>– Providing inputs to program office management activities such as monthly activity reports; risk management and lessons learned databases; Program Executive Office taskers; and external requests for information.</li> </ul> </li> </ul>
<b>Desired Experience</b>	<ul style="list-style-type: none"> <li>○ Extensive background developing DITSCAP / DIACAP documentation and coordinating approvals</li> <li>○ Experience with DOD PPS, knowledge of the DOD CAL, PPS management processes and DOD boundary definitions/restrictions.</li> <li>○ MHS background / DOD experience a plus.</li> </ul>



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<b>Position</b>	Information Assurance (IA) Subject Matter Expert (SME) / Project Manager
<b>Skills required for the position</b>	<ul style="list-style-type: none"> <li>○ Organization, planning, and tracking of complex tasks as a member of an interdisciplinary team</li> <li>○ Excellent oral and written communication skills</li> <li>○ Meeting coordination (scheduling and logistics) and management</li> <li>○ Proficient in Microsoft Office Tools (Word, Excel, Access and PowerPoint; familiarity with MS Project and Visio is desirable)</li> </ul>
<b>Education/Certification requirements.</b>	Masters Degree and 6 years of relevant experience or Bachelors Degree and 8 years of relevant experience Project Management Professional (PMP) and/or Certified Information Systems Security Professional (CISSP) certifications desired
<b>Project Supported</b>	Tri-Service Infrastructure Management Program Office (TIMPO)
<b>Work Location</b>	Skyline Complex, Falls Church, VA 22041
<b>Start date</b>	Immediately
<b>Duration</b>	Permanent
<b>U.S. citizen / Perm Resident</b>	U. S. Citizen
<b>Security Clearance Level</b>	NAC, ADP II
<b>Salary range (once a permanent employee)</b>	\$120-140K
<b>Contact</b>	KSJ & Associates, Inc.: Michelle Marks, 703-824-7739, mmarks@ksj.us