

## Program Analyst

### Description

#### 1. Job Title:

Program Analyst

#### 2. Duties/Minimum Required Qualifications:

Responsible for developing, modifying and obtaining approval of briefings, milestone

documentation and maintaining project schedules. Works with developmental and operational teams to develop programmatic data and assists in keeping this data current. Responsible for Programmatic and Acquisition documentation required. Provides Issue Sheets/Impact Statements/ Reclamas/ Information Papers, ACAT Coordination, Acquisition Strategy Report, Budget Exhibits, Budget Execution and Planning, Spend Plans, Integrated Master Schedule (IMS), IPMR Format 1-6 (EVMS, IMS) if applicable, POM Request Briefs (Weapon System Review), Programmatic Risk Reviews, ACAT, Milestone & DR coordination, Coordinate manpower support, program reporting, and documentation. Conduct broad strategic planning sessions, develop project implementation plans, define time lines, execute project activities and coordinate with product teams. Provide support to the Product Manager and higher headquarters, as necessary.

Coordinate with Product Manager, Deputy, Division Chiefs, Project Leaders and associated internal and external functional areas to provide input, maintain program information and prepare briefs, suspense responses and charts as necessary.

Ability to provide programmatic support and analysis as needed in areas of EVMS, and production work tasks.

Write, edit and coordinate information papers, reports, presentations, technical documentation, and evaluate concurrent tasks to establish priorities.

Good oral, briefing and written communications required.

#### 3. Certification(s) Required:

**4. Education Preferred:** BA or BS degree or equivalent is required.

**5. Preferred Skills:** Expertise in Microsoft Office is required, to include Word, Powerpoint and Excel.

### CONTACT INFORMATION

Xander Government Solutions  
(732)272-6389  
info@xander.gs.com

### Hiring organization

XANDER Government Solutions

### Employment Type

Full-Time

### Beginning of employment

Hiring Now

### Job Location

APG, Maryland

### Date posted

April 5, 2019