



Position: Program Manager
Reference #: 02073
Organizational Unit: HEE-NSP-FS/OSEE
Appointment Type: PTT
Location: Huntsville, AL
Date Posted: June 19, 2018

PURPOSE: To designate an individual to perform program management duties in a part time role.

ESSENTIAL JOB FUNCTIONS:

- Provide direct supervision, program control, scheduling, and management of Contractor personnel consistent with priorities and assignments made by the BAU management.
- Provide progress reporting of duties and projects, as appropriate. Provide incidental quality assurance (QA) of all deliverables, as appropriate. Resolve problems, issues, or conflicts, as required.
- Provide timekeeping, invoicing for labor hours, travel administration, and accounting of direct costs as it relates to the contract.
- Provide cost and staffing estimates relative to the completion of existing tasks as well as possible future tasks.
- Ensure that program schedules, performance, and deliverables are met. Provide report metrics to management, as required.
- Coordinate work schedule shifts for Contractor staff assigned to the respective locations.
- Research, develop, and author whitepapers and information papers, as required.

JOB REQUIREMENTS: Prefer Bachelor of Science (B.S.) degree in Physical Sciences and a Master in Business Administration (MBA) degree or a Master's degree in a related field.

Applicants must be able to obtain and maintain a TOP SECRET security clearance issued by the Federal Government

Experience: Over five (5) years in management positions similar in size and scope of this acquisition.

Visit www.orau.org/careers to apply through the preferred process. If you have any questions please email work@orau.org

ORAU is an Equal Opportunity/Affirmative Action Employer. It is the policy of ORAU to recruit, hire, train and promote persons in all job classifications without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, mental or physical disability, covered veteran's status, or genetic information.

Applicants that apply for a position that requires access authorization then ORAU will test for the absence of any illegal drugs as defined in 10 CFR 707.4. ORAU will also conduct a background investigation by the Federal government as required to obtain an access authorization prior to employment, and reinvestigations will be conducted as required.

Applicants that apply for a position that are covered by the Counterintelligence Evaluation Program regulations as defined in 10 CFR 709 may be required to have a counterintelligence-scope polygraph examination.



Skills: Basic computer skills, to include use of Microsoft Office programs (Word, Excel, Access, and Outlook); organization skills; personnel management.

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