

Program Manager

FMS Secure Solutions, LLC is a veteran-owned small business specializing in a wide range of information assurance and systems security engineering services. We are seeking a Program Manager to support our team of cybersecurity engineers by providing contract management, task management, talent management and proposal development.

Primary Job Responsibilities

- Direct and oversee the daily operations of selected contracts
- Prepare and present written communications, plans, reports, briefings and background materials
- Lead and participate in meetings and discussions; serve as the central point of contact for client
- Establish, document, and manage the scope, schedule, resource allocation, cost, and expense tracking for projects and sustaining activities to ensure successful project execution and deliverable deadlines are met on time
- Identify, document and communicate problems and risks that could adversely impact performance, cost, or schedule
- Lead and participate in the creation of proposals for new and existing clients
- Support FMS management with personnel workload balancing
- Lead technical teams, using staff effectively, employing management and technical skills to achieve program results
- Collaborate with FMS management to ensure compliance with all regulatory and administrative requirements imposed by the contract

Required Qualifications

- Ten (10) years' experience in managing programs and contracts of similar scope, type, and complexity is required
- Five (5) years must be within the DoD or Intelligence Community
- Must have demonstrated experience in conducting requirements analysis, resource allocation, project costing, deliverable tracking, schedule and financial data monitoring, and reporting
- Must have at least one (1) year of demonstrated experience in the management and control of funds and resources using complex reporting mechanisms such as Earned Value Management; shall be knowledgeable of the guidelines provided by the FAR and DFAR, DoD 5000 series, and ICD 801 policies.
- Direct experience in managing multi-task contracts and subcontracts of various types and complexity, as well as experience in leading a multi-vendor environment is required
- PMP or DAWIA Level 2 (or higher) certification in Program Management is highly desired
- US Citizenship
- Possess a Top Secret clearance with a Periodic Reinvestigation no older than five years (or actively enrolled in Continuous Evaluation)

Additional information about FMS Secure Solutions, LLC can be obtained from www.fmssecureresolutions.com or by e-mailing jobs@fmssecureresolutions.com.

FMS Secure Solutions, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age protected veteran status, among other things, or a status as a qualified individual with a disability.