

## **INDUS Job Requisition**

<b>Job Requisition Number:</b> 20170602E	
<b>Job Title:</b> Principal Analyst	<b>Salary Range:</b> Negotiable
<b>Work Location:</b> Port Hueneme, CA; Naval Surface Warfare Center, Port Hueneme Division (NSWC PHD)	
<b>Relocation Assistance:</b> No	
<b>Employment Type:</b> Full Time	<b>Security Clearance:</b> SECRET
<b>Posted Date:</b> 02 June 2017	<b>Closing Date:</b> When Filled
<p><b>Mandatory Skill Requirements (must have):</b> Must have comprehensive and detailed knowledge and expertise in project management to include the identification, evaluation, analysis, resolution, and implementation of a range of manpower/budgeting/programming problems. Proficient in Microsoft Office. Engineering Degree and active secret clearance is preferred. Must be able to sit and operate a computer for long periods of time.</p> <p><b>Desired Skill Requirements:</b> Excellent organizational and leadership skills and the ability to plan, coordinate and execute project activities related to Amphibious Ship platforms project management. Requires a high degree of skill in complex analytical reasoning and ability to apply that skill to the identification, analysis, evaluation and conceptualization of administrative discipline, manpower, budgetary and other resource problems and to develop recommend, advise and decide on alternative solutions involving the resolution of conflicting goals and objectives. Excellent written and verbal communication. Must possess strong self-initiative and ability to multi task. Must be able to work both independently and as part of a team in a highly dynamic environment. Must be able to report and deal with various personnel.</p>	
<p><b>Job Duties:</b> For Naval Surface Warfare Center, Port Hueneme Division, Code S25, provide project management support to the amphibious ship program for short- and long-term planning. Specifically: 1) Assist the Amphibious Ship Program Manager (PM) in overall tasking of the profile of projects from PEO sponsors. Provide programmatic and technical leadership in an area which influences major projects, proposals and directions of major work efforts for all tasking. 2) Assist in the development of budget, schedules, and assets in the overall execution of the Amphibious Ship Class Program. This will include development of short- and long-term program plans, schedules and the implementation of the workload plans. Monitor work in progress and develop work around plans or corrective actions in a timely manner. Ensure metrics and measures of effectiveness exist and are tracked and reported for all tasking. When required, assist in development of statement of work, Task Planning Sheets, etc. Assist in the development of standard Amphibious Ship management practices. 3) Lead workload analysis (tracking how long we have remaining for each task based on expenditures, when new funds are needed, etc. 4) Assist CA in TPS &amp; SOW development and review. Develop FY18 Spreadsheets and FY19 plans. 5) Support current FY analysis (tracking budgets, analysis of funds to go, EVM chart development). 6) Review various products &amp; services to ensure they meet high standards. 7) Develop business plans for new work and assist in kick starting new work. 8) Develop EVM process for Amphibious Ship Class tasking. 9) Process/review all Amphibious Ship Class tasking processes and requirements. Define all tasks &amp; employees R&amp;R, inputs, and deliverables. Research more efficient ways of doing business. 10) Assist in preparing for sponsor Midyear program reviews, Department Reviews, and monthly Division / S16 Program Reviews (set meeting, agenda, material, minutes &amp; action tracking). 11) Track CA Weekly \$ reports metrics. 12) ID and track at risk money (low, under executed, expiring) and assist in work around plans. 13) Identify risk areas and how to minimize risk. 14) Track WAW to ERP for consistent data. 15) Develop my Program Snapshot slides (OMN, RDTE, SCN waterfall charts and CO limits. 16) Ensure products &amp; services are chopped by SE/SM/line manager and reviewed by deputy CA prior to being sent out to customer. 17) Assist in command drum beat reviews. 18) Develop and maintain Risk Analysis plans for supported programs. 19) Assist in development of carry over plans and monitoring these plans. 20) Assist in preparing for and attend value engineering and LEAN events. 21) Assist with Branch Manager's roles and responsibilities as required 22) Generate NWA labor and travel report 23) Assist in developing S16 monthly sponsor report. 24) Work with Line Manager and IPT leads for report and SOW/TPS. 24) ID and track cost of doing business. 25) Track and develop budget for PMO and procurement materials (SOM). 26) Assist in data calls. 27) Update S16 Financial dashboard.</p>	
<p><b>Education/Equivalent:</b> BS degree in Engineering and 10 years applicable experience <b>OR</b> a minimum of 14 years of applicable experience in project management and leadership experience.</p>	
<p><b>Travel Required:</b> Willing to travel occasionally (~20%) in-port and at sea.</p>	
<p><b>Comments:</b> Apply for position online at <a href="https://industechnology.applicantpro.com/jobs/584429.html">https://industechnology.applicantpro.com/jobs/584429.html</a>.</p>	