



Job Title:	Expert Portfolio Manager
Client/Contract:	Defense Intelligence Agency (DIA), Agency Support for Acquisitions (ASA)
Security Clearance:	DOD Top Secret with CI Polygraph
Location:	DIA HQ – Joint Base Anacostia-Bolling
Position type:	Full Time/Exempt
Schedule:	Monday – Friday , 1st shift
Report to:	Project Manager
HR Contact:	Kim Alberi, kalberi@qlxcorp.com

DUTIES AND RESPONSIBILITIES

- Provide end-to-end life cycle acquisition planning and procurement related acquisition support services.
- Perform functions that assist the government in management of the Finance and Acquisition functional portfolio, investment management, and Capital Planning and Investment Control (CPIC) process.
- Assist the government in establishing goals and targets, monitoring performance, and reporting against acquisition plan and program management performance criteria.
- Support on-site quality control, review and approval of working papers and findings and adherence to applicable standards, laws, policy, and regulations.
- Participate in teams for complex work streams and engage in strategic planning and coordination with external stakeholders.
- Apply technical expertise and skills to implement business solutions.
- Apply experience supporting change management, strategic communications, business process reengineering, or financial management systems implementation initiatives to the Federal Government
- Additional duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- TS/SCI with CI Polygraph.
- Require minimum of 13 years of experience conducting analysis relevant to the specific labor category with relevant experience within the last 2 years. Work is highly independent, and typically reports to a manager or head of unit/department.
- Master’s degree in an area related to the labor category from a college or university accredited by an agency recognized by the U.S. Department of Education.
- Meets all qualifications and skills of a Senior-Level, to include:
 - Demonstrates ability to define problems, supervise studies and lead surveys to collect and analyze data to provide advice and recommend solutions.
 - Demonstrates analytic leadership and expertise in identifying, planning, developing, and executing program management and/or acquisition strategies, tradecraft and techniques aligned with labor category mission.
 - Demonstrates extensive ability to provide strategic advice, develop governance documentation, and provide technical guidance and expertise to Defense planners, program managers, and policymaker (e.g., Undersecretary level or higher).