



Job Title:	Mid Level Acquisition Specialist
Client/Contract:	Defense Intelligence Agency
Security Clearance:	TS SCI with Polygraph
Location:	Joint Base Anacostia-Bolling in Washington, DC
Position Type:	Full Time/Exempt
Schedule	Monday – Friday
Report to:	Project Manager
HR Contact:	Kim Alberi, kalberi@qlxcorp.com

OVERVIEW

The selected candidate will provide guidance and direction on acquisition position identification; acquisition position coding and documentation support, analysis activities and workforce planning activities in compliance with the standards of the Defense Acquisition Workforce Implementation Act (DAWIA) and existing policies and procedures.

DUTIES AND RESPONSIBILITIES

- Participation in design methodology for workforce identification/revalidation; support socialization and marketing efforts; assists with data retrieval and data analysis activities for workforce planning activities and requirements.
- Provides advice and assistance to functional area technical experts (COR/ACOR and program offices) on contractual matters in the acquisition planning states based on a working knowledge of regulation policy.
- Assists with the development of writing performance criteria and requirements into sound/sufficient SOW/PWS and/or orders.
- Performs or evaluates market research and trends, conditions, and technological advances as they apply to the program.
- Assists with the development of source selection evaluation criteria.
- Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan.
- Assists in the development of Independent Government Cost Estimates (IGCEs).

QUALIFICATIONS AND REQUIREMENTS

- Require 5-8 years of experience performing relevant actions specific to labor category with relevant experience within the last 2 years.
- Bachelor’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.
- Demonstrates comprehensive mission knowledge and skills that affirms completion of all developmental training and experiences for the labor category.
- Demonstrates ability to communicate understanding from information that may be incomplete, indirect, highly complex, seemingly unrelated, and/or technically advanced.
- Demonstrates ability to structure analysis based on trends in reporting and a range of analytic perspectives from other analysts, organizations, and historical data points.
- Demonstrates ability to work independently with minimal oversight and direction.
- Demonstrates ability to collaborate and work with other IC members on information sharing, driving collection, and addressing analytic disputes and conflict resolution.
- Demonstrates ability to develop concise, insightful, and comprehensive products for program management and acquisition-based requirements and it’s enabling services.

- Demonstrates ability to lead teams in resolving multifaceted or critical time-sensitive issues. Provides guidance in selecting, designing, and applying analytic methodologies to solve issues.