



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

**DUTIES AND RESPONSIBILITIES**

- Develops, refines, and/or enhances requirement collection and management facilitation for all requirement types.
- Provides services that will ensure improved visibility and optimization of constrained resources, and reduce risk by ensuring all work is prioritized, sponsored, and resourced for success.
- Works closely with customers to clarify needs, in consideration of historical factors, and develops pre-award requirement documentation.
- Provides continuous relationship with requirement stakeholders to help establish priorities and support continuous process improvement functions.
- Assist with the development of writing performance criteria and requirements into sound/sufficient SOW/PWS, Independent Government Cost Estimates (IGCEs), market research documents, and source select criteria.
- Compile reports on performance and usage metrics and future requirements for existing knowledge management capabilities including, but not limited to, search, discovery, storage and retrieval of data and formal production and taskings.
- Perform correspondence functions to include preparing presentation slides and administrative correspondence, requirement records, business process workflow documentation, and other administrative duties as assigned.
- Additional duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS**

- TS/SCI with CI Polygraph.
- Require 9-12 years of experience conducting performing relevant actions specific to labor category with relevant experience within the last 2 years. Work is highly independent.
- 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.
- Meets all qualifications and skills of a Mid-Level, to include:
  - Demonstrates in-depth knowledge and understanding of the labor category activities required to meet mission requirements.
  - Demonstrates mastery of qualitative and quantitative acquisition and program management analytic methodologies and pursue developments in academia or other fields that contribute to enterprise/corporate level process improvement.

- Demonstrates ability to design comprehensive, new, or unique process improvement enablers to further streamline Agency PPB&E facilitation
- Demonstrates in-depth knowledge of acquisition lifecycle operations, including financial execution concepts, and provides knowledge management across organizational and intra-IC boundaries to clearly articulate key findings.
- Demonstrates ability to work independently and with minimal oversight.
- Demonstrates ability to review analytic program management data for cogent arguments, provide adequate support for conclusions, and routinely tests accuracy of analytic