

Program Analyst Satellite Communications (SATCOM)

Job ID	2019-04-001
Job Locations	Fort Meade, Maryland
Job Category	
Date Posted	19 April 2019

Athena Technology Group, Inc. is a Service Disabled Veteran Owned Small Business (SDVOSB) focused on Information Technology and Communications consulting, system engineering, integration, deployment and operation of state of the art command and control and information systems that deliver critical network centric solutions to the warfighter. With a proven track record of technical support to our customers, we are looking for innovative industry professionals to join our team.

JOB DESCRIPTION:

Program Analyst (mid level) develops and maintains an updated and dynamic record of all contracts and task orders for the Enhanced Mobile Satellite Services (EMSS) program management office (PMO). Assist the EMSS PMO with the development of new EMSS acquisitions and contracts, and with modifications to existing contracts. Conduct effective market research and generating applicable Market Research Reports and pricing/cost estimates, developing Acquisition Strategy and Acquisition Plans, composing Statements of Need such as a Performance Work Statement, Work Breakdown Structures (WBS) and other related documentation.

Support the execution of EMSS Interagency Agreements (IAAs) to include: pre-filling agreements; routing agreements for approval; serving as an IAA liaison between the EMSS Program Manager, EMSS customers, and other entities within DISA; resolve problems related to the execution of EMSS IAAs. Identify opportunities to increase efficiency, cut-costs, and eliminate waste within the Program. Have a deep understanding of commercial and DoD business processes, DoD organizational structure, and experience in developing briefings and responses.

REQUIRED EDUCATION/EXPERIENCE:

- Bachelor's degree in Engineering or Business or a BS degree in a field related to the tasking.
- Five to eight years of direct work experience with satellite (preferred), telecommunications, or information technology systems program analysis.
- Four years programmatic experience to include: scheduling work, developing and modifying acquisition packages, performing market research, and equipment and materiel logistics control, knowledge of Federal Acquisition Regulations (FAR), and DoD procurement policies and procedures.

ADDITIONAL REQUIREMENTS:

- Must have and be able to maintain a Secret DoD security clearance.

U.S. Citizenship and an active DoD SECRET Clearance are required for the position.

Salary will be commensurate with experience. ATG is a growing company and there will be opportunities for internal advancement. ATG is an Equal Opportunity Employer.