

## Program/Project Management Support

### COMPANY PROFILE:

NikSoft Systems Corporation is a recognized Information Technology solutions provider. Founded in 1998 and based in Reston, Virginia, NikSoft is a CMMI Level 3 Certified company with an established reputation for excellence and on-time delivery with a consistently high customer satisfaction rating from its Federal Government and private consulting contracts.

### JOB DESCRIPTION:

NikSoft is searching for full-time **Program/Project Management Support** talent to join our fast growing team of Information Technology professionals supporting our Federal client at Wright-Patterson AFB, OH.

### RESPONSIBILITIES and MINIMUM EXPERIENCE:

- Assist with technical work related to program management to include planning, organizing, and presenting assessments of program/project management concepts, analyses, studies, and procedures
- Assist with configuration control of electronic checklists through the Management Internal Control Toolset (MICT) to monitor/evaluate the Directorate Self-Assessment Programs and unit effectiveness inspection (UEI) activities.
- Manage the Inspector General Electronic Management System (IGEMS), and report updates quarterly, and, as required.
- Maintain current status/progress of audit efforts, tracking resources expended in support of audits, reporting and ensuring appropriate disposition/closure.
- Assist with configuration control and the review and data analysis using the System Metric and Reporting Tool (SMART). Reviews and data analysis include, but are not limited to, Earned Value Management (EVM) reporting in the Monthly Acquisition Report (MAR), Defense Acquisition Executive Summary (DAES), and Selected Acquisition Report (SAR).
- Assist in reviewing the content of the Directorate electronic workflow mailbox and assist with compiling and integrating Directorate data
- Assist in compiling, formatting, and storing Division inputs to taskings to support development of the Directorate response
- Assist in planning, organizing, and presenting assessments of program/project management concepts, command level presentations to include, but are not limited to, program management reviews (PMRs), studies, status briefings, and PEO reviews.

### **SKILLS & EDUCATION REQUIREMENTS:**

- Bachelor's degree and 3+ years of experience. A minimum of 6 years of relevant work experience may be substituted for the degree; or 4 years plus an Associates.
- 2+ years of experience on a DoD program/project required.

### **CONTRACT REQUIREMENTS:**

- Must be a U.S. Citizen and hold a current Secret Clearance

### **BENEFITS:**

NikSoft's competitive benefits program includes comprehensive medical and dental care, matching 401K, paid time off, flexible spending accounts, disability coverage, and other benefits that help provide financial protection for you and your family.

NikSoft is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, or sexual orientation. For more information about our other openings, please visit

[www.niksoft.com](http://www.niksoft.com)