



**Job Title:** Program Manager  
**Level:** Senior

## **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 seeking a full-time **Program Manager** to join our fast growing team of Information Technology professionals supporting our Federal clients in Washington, D.C.

We are looking for an experienced Program Management professional with the ability to successfully drive projects to completion. The ideal candidate will work independently on all phases of performance, including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management, and has direct accountability for the technical correctness, timeliness and quality of deliverables.

## **RESPONSIBILITIES:**

- Coordinate the efforts of subcontractors, team members and vendors
- Act as the central point of contact with the COR and shall have the full authority to act for the Contractor in the performance of the required work and services under all task orders.
- Communicate project expectations to team members and stakeholders in a timely and clear fashion
- Effectively manage project risk and change
- Ensure projects are delivered on-time/on budget and exceeding stakeholders' expectations.
- Communicate formally and informally through existing or new forums to stakeholders at all levels, including senior management
- Serve as the central coordination point for project communication

## **MINIMUM REQUIREMENTS:**

- 10+ years of IT experience
- 5+ years of experience managing IT security programs
- Information Security Expert with a strong knowledge of FISMA, Fed RAMP, Incident Response and NIST Guidelines and Standard
- Broad knowledge the IT and Cybersecurity Industry
- Experience with business administration, human resource management, PMBOK
- PMP Certified; CISSP Certified

- Extensive experience in managing software development lifecycle.
- Possess strong written and oral communication skills

**DESIRED CERTIFICATIONS:**

- ISCP2-CISSP; CAP and/or GIAC – GCIH,GCIA,GPEN,GWAPT, GCFA, GCFE

**EDUCATION:**

- Bachelor's degree in Science or Information Technology or a related field

**CITIZENSHIP:**

- US Citizenship required per contract requirements.

**BENEFITS:**

- NikSoft's competitive benefits program includes comprehensive medical and dental care, 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)