



Government Procurement (MIPRs) Support Resource

HOT

Job ID	EC-NA1251PS	Job type	Full-time Regular
Work country	USA	Position type	Professional
Work city	Albuquerque	Posted	23 - August - 2020
Relocation	No Relocation Assistance Provided	Job area	Consulting & Services
Travel	Occasional	Job category	Procurement
Business group	DOE NNSA Support Services	Job role	MIPRs
Business unit	ABQ	Job role skillset	Government Sector

Job description

The Office of Stockpile Modernization, of the US Department of Energy, National Nuclear Security Administration (NNSA) B61-12 Life Extension Program (LEP) Division, NA-125.1, has an immediate need for a full-time, mid-career level individual to manage Military Interdepartmental Purchase Requests (MIPRs) activities. This work includes tracking the status of the work the B61-12 Program is funding between the National Nuclear Security Administration (NNSA), Air Force, and the various sites.

The work performed is extensive in scope and requires an experienced individual with demonstrated program/budget analysis expertise, self-starting, ability to work in a highly dynamic environment, and interface with broad range of federal and military senior staff and leadership. This is a full-time contractor-support position ultimately located on-site at the NNSA offices in Albuquerque, NM; however, teleworking until regular, on-site access is allowed.

Required/Desired Education, Experience and Skills

- **Active DOE Q and/or DOD TS clearance [REQUIRED]**
- Minimum of 5 years of related program/budget analysis experience required.
- Experience will be considered in conjunction with education; Bachelor's degree in Business, Program/Project Management, or closely related field is desired
- Program/project management in NNSA, DOD, government or corporate environments required.
- Knowledge of program and project management/scheduling tools and techniques.
- Nuclear weapons experience desired.; however relevant other work experience will be strongly considered.
- NNSA/DOD interagency experience desired.
- Prior experience with MIPRs highly desired; however, other relevant work experience will be considered.
- Proficiency in the Microsoft Office suite with particular emphasis on word processing, presentation, and spreadsheet applications (MS Word, MS PowerPoint and MS Excel) required.
- Excellent written and verbal communication skills with demonstrated experience in writing and editing briefings for senior and executive managers.
- Active DoD TS and/or DOE Q clearance.

Position Summary of Key Roles, Responsibilities and Attributes

- Serves as primary interface for NA-125.1 on status of the B61-12 MIPR portfolio.
- Maintain tracking and status of all B61-12 LEP Military Interdepartmental Purchase Requests (MIPRs)
- Working with the B61-12 Federal Program Office staff, evaluate all MIPR related site cost estimates, spend plans and monthly reports.
- NNSA liaison to DoD organizations for regular meetings and status of MIPR actions
- Serves as the primary interface between Project Engineers, Management and Operations (M&O) contractors, and the Air Force in the area of work-for-others programs and funding.
- Analyzes past and current Military Interdepartmental Purchase Requests (MIPRs) to ascertain their individual status, track budget and program activities associated with each MIPR, and work to manage –then close –individual MIPR activities.
- Coordinates development of Statements of Work (SOWs) between M&O Contractors and the Air Force.
- Regularly provides status of MIPR portfolio, informing federal staff on status, issues, challenges, and needed federal actions.

Additional information

To be an official applicant to ESPHERA CONCEPTS, you must submit a resume and online application. Resumes submitted remain active for six months.

Candidates for positions that require a Security Clearance as noted in the requirements section of the opportunity posting will be subject to pre-employment eligibility screening to include background checks and drug screening.

Contact ESPHERA CONCEPTS opportunities link for career insights, news and latest job opportunities. To all recruitment agencies: ESPHERA CONCEPTS only accepts resumes from agencies on our Approved Agency List. Please do not forward resumes to our applicant tracking



system, ESPHERA CONCEPTS employees, or send to any ESPHERA CONCEPTS company location. ESPHERA CONCEPTS is not responsible for any fees related to unsolicited resumes.

ESPHERA CONCEPTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. ESPHERA CONCEPTS is also committed to compliance with all fair employment practices regarding citizenship and immigration status.