



Program Action Officer

HOT

Job ID	EC-NA191PAO	Job type	Full-time Regular
Work country	USA	Position type	Professional
Work city	Washington DC Albuquerque	Posted	10 - February - 2020
Relocation	No Relocation Assistance Provided	Job area	Consulting & Services
Travel	Occasional	Job category	Management
Business group	DOE NNSA Support Services	Job role	Program Action Officer Support
Business unit	DC	Job role skillset	Government Sector

Job description

Under general direction and federal oversight assists the Department of Energy (DOE), National Nuclear Security Administration (NNSA), Defense Programs (DP), Production Modernization, (NA-19), Plutonium, (NA-191) program assigned federal task manager. The NA-191 Plutonium Program has an immediate need for a full-time contractor Program Action Officer. This individual will provide Correspondence and Task Management support within the NA-191 organization. Candidate should have demonstrated knowledge of and experienced in fundamental correspondence management that support review, analysis, development of actions using automated Decision Support Tools, including Staff Action Processing systems and DoE correspondence and Task Management Systems. This is a full-time contractor-support position located on-site at the NNSA offices in Albuquerque, NM. This is a full-time contractor-support position located on-site at the DOE/NNSA offices in Albuquerque, NM.

Required/Desired Education, Experience and Skills

- Active DOE Q and/or DOD TS clearance [REQUIRED]
- Minimum B.A./B.S. Degree or higher, Program/Project Management, or closely related field with relevant experience will be considered.
- 4 years of related experience desired, early career professional.
- Individual that is currently serving as or concluding a NNSA or similar Intern Program with experience and or knowledge of nuclear weapons systems desired and is a plus.
- Nuclear weapon, delivery platforms theory and NNSA/DOD Interagency experience a plus.
- Proven ability to multi-task and prioritize responsibilities with excellent attention to details and diligent adherence to deadlines and deliverables
- A high-level performer with the ability to be proactive and respond rapidly to changing conditions in a fast-paced environment with strong organizational skills
- Highly refined excellent written and verbal communication skills with demonstrated experience in writing and editing briefings for senior and executive managers.
- All candidates must be able and willing to travel based on assigned project demand. Travel requirements may vary.

Position Description and Summary of Key Roles & Responsibilities

Support the Production Modernization, (NA-19), Plutonium, (NA-191) front office as an action officer, anticipating the needs of Executive Staff and proactively addressing issues with an emphasis on sound judgment, initiative and confidentiality, with appropriate but minimal direction. Work closely with a high-performing, fast-paced team to support federal government clients. Demonstrate in-depth knowledge of various executives' styles, methods of operation, and authorities. Perform tasks in a variety of areas to include:

- Execute the action tracking process to include receiving, recording and tracking action items and data calls, distributing action items to the appropriate personnel, and coordinating responses with multiple internal and external offices. Analyze each item received to determine appropriate dissemination for action, coordination, and/or information. Correspond with internal and external offices to clarify actions and negotiate deadlines. Assign suspense dates to each action
- Prioritize work by considering its risk, importance, urgency, and potential business, organizational, and client implications
- Interact with federal officials and other contractor executives.
- Laisse with key internal and external stakeholders, coordinating meetings
- Facilitate daily operations of the relevant front office including executing plans, schedules, assignments and oversight of activities
- Direct and oversee the receipt, tasking, tracking and closure of all internal and external tasks and correspondence
- Monitor progress on actions and generate metric reports that demonstrate accountability for meeting deadlines and quality expectations. Prepare periodic reports on action status and keep leadership aware of late, pending and new actions and maintaining the action item database.
- Provide statistical reporting and position justification for Congressional data calls and other internal and external stakeholder reports. Provide content management as necessary via organizational intranet-based services and portals.
- Maintain and provide action officer desk procedures. May serve as technical team or task leader. Maintains current knowledge of relevant technologies and subject areas. Participates in special projects as required.

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.