



ETEK LLC is built on our commitment to hire highly qualified and motivated professionals to meet the requirements of our customers, stakeholders, partners, leaders, employees and the science, engineering and technology communities we serve.

Job Title: Program Manager, NASA GSFC- Capital Area Integration and Support Services (CAITISS)

Position Location/Zip Code: Greenbelt, MD 20771

Description:

The Program Manager duties listed below and is ultimately responsible for:

- Execute the NASA-GSFC CAITISS program successfully to ensure state-of-the-art computing, network and facility safety, quality, schedule, technology and cost
- Needs to understand the NSA/GSFC IT service mission
- Continuously drive for results in a diverse enterprise-wide IT environment
- Have the capacity to understand NASA its IT service missions
- Have proven ability to have lead and managed Enterprise Service contracts
- Represent ETEK as a company (bringing our message to the customer of ETEK enterprise capabilities with the commitment to satisfying the customer's needs)
- Service the NASA/GSFC customer by executing the program and resolving issues in accordance with customer objectives, contract terms and company policies
- Balance the interests of the customer, ETEK and employees
- Manage program participation in working group meetings
- Provide overall leadership and direction to the CAITISS program team (contracts, finance, milestones, etc.) including coaching team members, resolving conflict and contributing to performance reviews
- Establish and communicate program priorities
- Possess the proven ability to provide verbal and written information clearly, succinctly, and persuasively
- Understand and manage change to the programs baseline compliance, as required
- Meet CAITISS program plans and schedules by identifying and assessing risks, and initiating necessary solutions

Requirements:

- Ensure that the projects/task orders are on schedule to the program milestones
- Understand IT Capital Planning & Investment (A300s &300B), Budget Cycles, RMF and Earned Value Management
- Oversee budget management within the CAITISS program and participate in monthly/weekly business proven management reviews
- Forecast financial performance
- Look for creative ways to manage cost vs. risk and achieve cost allocations in line with the CAITISS contract
- Align program actions and communications to achieve milestones
- Contract structure and pricing by contract and task order
- Assist in negotiating contracts, contract changes, contract pricing, contract terms, and resolution of sub-contractor issues



Career Opportunity

- Drive CAITIS technical excellence by setting program and Quality of Service (QoS) standards, working closely with the customer, technical team and sub-contractor performance.
- BS in Engineering, Business of Finance
- 10 years experience in CIO/Shared Services environment and at least 5 years NASA or NOAA experience
- A working knowledge of ITSM
- Experience in integration of Cloud and FEDRAMP compliance and execution
- Experience in cost reduction strategies, lean six sigma principles and quality improvement

Benefits:

Medical Insurance, Life Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Sick Days, Disability, 401K, Education/Training Assistance