

**ENGINEERING SERVICES NETWORK, INC.**  
**JOB POSTING NOTICE:**

**Job Posting:** August 20, 2009

**Closing Date:** Until Filled

**JOB TITLE:** Program Analyst

**JOB LOCATION:** Arlington, Virginia

**REQUISITION NUMBER:** 431

**PRINCIPAL DUTIES/RESPONSIBILITIES:**

Support program management functions across the DoD Small Business Innovative Research (SBIR) support contract including program administration; web and database; outreach: commercialization; and measurement and reporting.

Specifically:

Commercialization - Assist with the administration of the DoD Commercialization Pilot Program (CPP) by supporting DoD Component programs, ensuring CPP data requirements are met, identifying/implementing CPP database changes, and developing the annual CPP report to Congress.

Measurement and Reporting - Participate in the planning, tracking, analysis, and reporting of the SBIR contract. Monitor and report cost, schedule and performance data. Prepare Monthly Performance Reports to report accomplishments and measures to the government and draft quarterly Award Fee presentations. Conduct quality assurance over project deliverables and activities.

**EDUCATION AND EXPERIENCE:**

Bachelors Degree (or equivalent experience) plus at least four years experience showing progressive advancement of responsibilities.

**SKILLS AND ABILITIES:**

- Ability to plan, coordinate and execute project activities.
- Analytical ability to include the analysis of problems and the resolution of issues
- Excellent written and verbal communication skills
- Experience in the design and presentation of detailed reporting.
- Must possess strong self-initiative and ability to multi task.
- Must be able to work both independently and as part of a team in a highly dynamic environment.
- Experience with database requirements/analysis a plus.

The above job description is not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Qualified persons should contact:

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EEO/AA/Vets/Disabled