



Trident Technologies and
Consulting – Global, LLC

Program Analyst/Action Officer

Job Title: Program Analyst/Action Officer
Work Location: Alexandria, VA
Position Classification: Full Time
Security Clearance: Active SECRET clearance

Overview

Trident Technologies and Consulting - Global, LLC (d.b.a. T2C-Global) is currently seeking motivated and talented individuals who can offer the knowledge, skills, and experience to support the United States Navy, NAVSEA HQ in administrating Naval Expeditionary Programs (EXM) Professional Support Services program.

Responsibilities

This role provides programmatic, technical and acquisition support to the Joint Explosive Ordnance Disposal (JEOD) program. The ideal candidate will possess a strong background in program management with experience supporting NAVSEA programs. They need to closely support the Program Manager/Asst Program Manager run their program to include interactions with stakeholders, tracking status, and budget development, management, and justification.

Duties Include

- Support the generation of acquisition plans and strategies with an understanding of how to ensure joint adoption through standard interfaces.
- Assist in managing program budgets and schedules to support the planning, sustainment, and modernization of IT systems and digital tools. Develop POM inputs and Budget planning documents.
- Proactively support the Assistant Program Manager (APM) by supporting the modernization and life cycle sustainment efforts of DOD equipment.
- Draft and prepare briefings, staffing plans, monthly reviews.
- Track actions/minutes and maintain continuity of accountability with the APM for various service providers.
- Support system lifecycle activities including software development, deployment, maintenance, updates, and user support to maintain system reliability and minimize downtime.

Required Qualifications

- **Active SECRET clearance**
- 5+ years of experience
- 3+ years of experience supporting a Navy program office (preferably in NAVSEA).
- Bachelor degree in Engineering, or related field
- Knowledge of the Navy Acquisition process
- Ability to generate, evaluate, and guide technical reports, briefings, and other stakeholder communications.
- Experience with the Navy POM and Budget planning cycle.

Supplemental Information

Special Conditions

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment.

Equal Opportunity Employment Statement

T2C-Global is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

T2C-Global Point of Contact

If interested in applying for the above listed position, please contact us at; recruiter@t2cglobal.com