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★Procurement Acquisition Analyst★ (Arlington, VA)

Date: 2012-02-06, 6:02PM EST

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*****ACTIVE TOP SECRET CLEARANCE REQUIRED, NO EXCEPTIONS*****

IMMEDIATE OPPORTUNITY: Contracts/acquisition/procurement experience; experience in IT software and hardware procurement a plus!

Candidate will provide contractual, procurement, acquisition and technical support in the area of license management for our government client in the area of IT software purchases, expanding to hardware purchases. Support follows the entire lifecycle of a contract. This includes contract creation, contract maintenance, accountability throughout the life of a contract, and enforcing policy and software licensing compliance.

Our team's roles and responsibilities cross multiple functional areas in support of its goals to include contracts/acquisitions management, compliance management, financial management, inventory management and IT technical support in the area of licensing software products.

To be considered for this position, it is essential to have a background in contracts, acquisition, and procurement, preferably in the area of large software and hardware contractual agreements.

Contract/Acquisition Experience: Our team procures IT software, hardware and services from various vendors in support of its government programs. These contracts vary in duration, cost and complexity. The candidate will assist the Contracting Officer Representative (COR) in writing and executing contracts; developing out-year budgets for software products and maintenance; assist with maintaining the inventory of licenses purchased and distributed throughout the enterprise; and tracking and monitoring contract performance. To be considered experienced in contracts/acquisitions the candidate should have direct, demonstrated experience in one or more of the following areas:

- Large (either quantity or cost) IT software/hardware purchases for organizations/agencies
- Document Writing/Creation, e.g. Justification and Approvals (J&A), Statement of Work (SOW), Market Research, Independent Government Cost Estimates (IGCE), Acquisition Plans, etc.
- Contract management (creating, executing, monitoring, negotiating, etc.)

- Budgeting (Earned Value Management [EVM], forecasting, out-year budgeting, etc.)
- Software License Management/Compliance (inventory control, compliance, experience with IT Asset Management (ITAM) tools such as Maximo or others)
- Familiarity with the Federal Acquisition Regulations (FAR)
- Possible Certifications: CHAMP, CSAM, CITAM, FAC-COR, FAC-COTR

Leadership Experience: This role is part of a high-visibility program within this government agency. There can be a tendency for tasks to sometimes become high pressured, fast paced and demanding, with little room for error. It is paramount that the candidate can not only adapt to these sorts of working conditions, but be able to thrive in them. The candidate must be able to juggle multiple projects of varying scopes and complexities; must be proactive and strategic in the administration of his/her respective product areas; able to work with multiple stakeholders; have a high degree of attention to detail; and be able to **work with a team** in support of the mission. Because our work crosses over into multiple functional areas (finance, inventory, legal [compliance], etc.), and because the candidate will be involved in the oversight of multiple contracts of varying scopes and complexities, it is essential that one or more of the following backgrounds/attributes are possessed:

- Flexibility: Able to work on various projects of varying scope and complexity
- Disposition: Able to maintain a professional attitude while serving demanding customers, working on high pressure/time sensitive projects, etc.; focused on providing quality customer service
- Leadership: Demonstrated experience guiding and leading teams, managing expectations, making well informed decisions, planning, etc.
- **Communication: Must have excellent speaking and writing ability**
- Vision: Able to see the 'big picture' in addition to performing day-to-day activities
- Possible Certifications: PMP, PgMP, ITILv3, CBAP

This is a contract position with a large firm working for a government client in Arlington, VA.

****Please send current and desired salary information with a Word copy of your resume.****

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