

Job Description: Mid-Level Acquisition Specialist

Position Title: Acquisition Specialist
Experience Level: 8-12 years
Location: Crystal City, VA
Telework Policy: Not permitted unless approved on a limited basis
Clearance: TS/SCI or eligibility required; Secret with upgrade potential considered

Position Summary:

This position provides integrated program management advisory and support services to the US Space Force for the acquisition, implementation, and sustainment of its next-generation Human Resources Information Technology (HRIT) system, the Guardian Personnel Management System. This position will help ensure critical mission objectives are met by supporting teams to deliver this vital capability for military personnel. This role supports all facets of the program, including strategic planning, financial budget management, acquisition planning, and documentation.

Essential Duties:

- **Strategic Planning:** Support the development of program plans, timelines, and budgets to achieve mission goals within allocated resources
- **Acquisition Management:** Support the development, procurement, and sustainment processes for necessary systems, components, and services
- **Project Oversight:** Assist in monitoring project progress, identifying and assessing potential risks, and recommending corrective actions to maintain project schedules and quality standards
- **Stakeholder Coordination:** Collaborate with diverse Space Force units, government stakeholders, and industry partners to ensure program alignment and foster effective communication
- **Performance Support:** Assist in evaluating program metrics and the effectiveness of program execution against established goals
- **Team Support:** Engage with cross-functional teams of engineers, developers, and support staff to achieve program objectives
- **Budget Management Support:** Support the management of program budgets and the Planning, Programming, Budgeting, and Execution (PPBE) process to ensure cost-efficiency

Preferred Experience & Qualifications:

- 8-12 years of relevant program management experience

- Active TS/SCI clearance or the ability to obtain one
- Demonstrated DoD acquisition and program management experience is highly preferred
- Experience with the DoD Planning, Programming, Budgeting, and Execution (PPBE) process
- Experience supporting large-scale DoD IT, software development, or space systems programs is a plus
- Familiarity with Space Force, space domain awareness, satellite communications, or military personnel/HR systems is a plus
- Strong problem-solving skills, flexibility to adapt to changing priorities, and the ability to manage multiple tasks simultaneously
- Excellent written and verbal communication skills, with the ability to collaborate effectively with government and contractor personnel
- Ability to work across program and stakeholder boundaries to help develop and deliver on enterprise program roadmaps