



## TASK ORDER PROGRAM MANAGER

<p>Enigma International is seeking a <b>Task Order Program Manager</b> to provide project management support of a Department of Defense Language Interpretation and Translation Enterprise (DLITE II) task order. This specification is for CONUS locations. Prior management experience in support of linguist contracts is a must.</p> <p>If you are interested in being considered for this position please email your resume to <a href="mailto:ywong@enigma-i.com">ywong@enigma-i.com</a>.</p>	
<b>Job Title</b>	Task Order Project Manager
<b>Location</b>	CONUS
<b>Employment</b>	Full Time
<b>Clearance Required</b>	Top Secret/SCI
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Accountable for all aspects of the task order execution and manages the hands-on, day-to-day execution of Task Order (TO) related operational activities</li> <li>Responsible for TO PMO operations and resourcing of all TO requirements, including linguist staffing, and tasking responses</li> <li>Responsible for meeting all technical, financial, and contractual requirements of the TO</li> <li>Ensures that management processes and business systems facilitate meeting performance requirements</li> <li>Serve as primary Point of Contact for all matters relating to daily operation of the task order</li> </ul>
<b>Qualifications (Required)</b>	<b>Education*</b> Bachelor's degree in business-related field
	<b>Experience</b> 15 years of management experience, including 10 years of supervisory experience
	<b>Skills</b> Communication skills to effectively interface with senior military officials, managers, and subordinates
	<p><b>*Education Equivalency:</b></p> <p>20-year military career (intelligence field preferred)</p> <p><b>OR</b></p> <p>PMP Certification</p> <p><b>OR</b></p> <p>DAWIA Level III certification as PM</p>
<b>Qualifications (Desired)</b>	<ul style="list-style-type: none"> <li>Current, final TOP SECRET clearance</li> <li>Possess familiarity with cultural context of multiple languages</li> <li>Write comprehensively in English</li> <li>Proficient in Microsoft Office (Word, PowerPoint, Outlook)</li> <li>Successful management of over 20 staff members</li> <li>Experience and preparation operating in austere conditions</li> </ul>

*Enigma International, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*