



TASK ORDER PROGRAM MANAGER

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

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