



UNIVERSAL STRATEGY GROUP, INC.

130 9th Avenue South, Suite 100
Franklin, TN 37064



PROGRAM ANALYST

The Program Analyst serves as a member of a team in INL's Executive Office Management Assistance and Post Support (MAPS) division. Analyst is responsible for financial management and contract administration for a specific region or country as well as functional contracts. Each team is responsible for managing the full post-award life cycle of assigned contracts to optimize INL's accountability on these high visibility programs.

INL/MAPS division is responsible for supporting INL's post-award contract management function. The division's customers include INL program managers, contracting officers (CO), and contracting officer's representatives (COR). MAPS professionals serve as information brokers between contract management stakeholders in acquisition, resource management, and corporate communities. MAPS closely teams with stakeholders to monitor contractor performance, ensure that cost, service quality and delivery schedules are in compliance with terms and conditions of the contract, and to ensure the application of sound financial management and administrative control.

BACKGROUND

The U.S. Department of State is the lead institution for the conduct of American diplomacy and the Secretary of State is the President's principal foreign policy advisor. The Department of State's mission is to advance U.S. national security interests, fight terrorism, protect U.S. interests abroad, and implement foreign policy initiatives that build a freer, prosperous and secure world.

INL keeps Americans safe at home by countering international crime, illegal drugs, and instability abroad. INL helps countries deliver justice and fairness by strengthening their police, courts, and corrections systems. These efforts reduce the amount of crime and illegal drugs reaching U.S. shores.

DUTIES AND RESPONSIBILITIES

- Plans, develops, and conducts program analyses of substantial scale and impact regarding highly complex, multi-million dollar projects that significantly impact international programs.
- Supports program managers in complying with management policies and procedures, including those contained in the Foreign Affairs Manual, Federal Acquisition Regulation, and other regulatory sources.



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- Assists with coordinating contract management activities between multiple contractors, Department offices and bureaus, INL's program offices and posts, as well as with other government agencies.
- Assists with coordinating, tracking, record-keeping, and facilitating the reutilization of INL property assets. Supports the Industrial Property Management Specialist with planning, analyzing, and recommending actions in support of Bureau policies for reutilization of assets.
- Assists senior MAPS Division and other Bureau program stakeholders in coordinating and planning contract management activities such as quality assurance programs for advising and mentoring services, life support, mission support, logistics operations, security operations, IT/communications support, contractor pre-deployment training and in-country program management.
- Conducts in-depth studies of the technical aspects of project requirements to ensure that they are taken into consideration when making recommendations to senior managers. May also be required to provide technical oversight, coordination, analysis, review, quality assurance and scheduling oversight of projects.
- Makes recommendations to senior staff, both in-country and at headquarters, on how best to implement changes to improve performance with respect to projects, programs, End Use Monitoring of donated assets, and property utilization.
- Builds strong relationships with all stakeholders to achieve greater visibility on program and project implementation.
- Provides guidance to colleagues on management of complex projects.
- Works closely with other program and property analysts in the development, maintenance and monitoring of integrated project and property-related management systems.
- Reviews, analyzes, and makes substantive recommendations regarding the content and impact of policy documents, contracts, interagency agreements, grants, contractor proposals, project reports, and End Use Monitoring reports.
- Drafts position papers and reports presenting, defending, or justifying the Department's policies relating to the management of INL implementing mechanisms (IMs). Assists with reviewing IM expenditures and reconciles differences between budget and project expenditure reports.



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- Leads or participates in working groups, coordinates findings, and makes recommendations to senior level officers on appropriate course to follow.
- Drafts well-written information and decision memoranda and reports presenting, defending, or justifying management analysis and recommendations.
- Attends meetings with other divisions or bureaus. Recommends solutions and briefs senior managers, both within and outside the Bureau on outcome of meetings.
- Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Evaluates programs against short and long-range objectives. Effectively manages assigned programs and serves as the initial point of contact for incoming actions from offices both within and outside the Bureau, posts abroad, and other USG agencies, or the private sector on all related issues.
- Assists with measuring, assessing, auditing, inspecting, reviewing, and evaluating the effectiveness and control of programs and End Use Monitoring. Resolves audit or inspection activities for assigned projects.
- Analyzes, evaluates, assesses, and compiles reports for INL End Use Monitoring. Evaluates the effectiveness of INL Posts' property monitoring procedures. Provides technical assistance to Post EUM points of contact related to the Integrated Logistics Management System (ILMS) and property accountability reports. Maintains annual EUM reports and prepares briefs and recommendations for senior management detailing the results of monitoring trends.
- Provides detailed quantitative and qualitative analysis and support to the Industrial Property Management team for property disposition actions. Is knowledgeable on property disposal policies, procedures and practices, and property utilization and donation policies, procedures, and actions.

MINIMUM QUALIFICATIONS

- US Citizenship
- A Bachelor's degree from an accredited institution.
- A minimum of ten (10) years' experience in relevant field.



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- Demonstrated knowledge of Federal regulations in regard to area of specific need
- Proficient in Microsoft Office Suite
- Demonstrated experience facilitating organizational change

PREFERRED QUALIFICATIONS

- Extensive demonstrated experience in the project management field, including mastery of concepts, principles, laws and regulations associated with the broad areas of international relations, particularly as it relates to the development and implementation of post conflict and emerging development programs. One year of this experience must be equivalent to the GS-12 level in the federal service.
- Demonstrated understanding of contract administration principles, regulations and procedures, including US Federal Acquisition Regulations (FAR) and commercial procurement procedures.
- Demonstrated ability to communicate effectively, orally and in writing, as well as the ability to interact with individuals at all levels.
- Demonstrated ability to multi-task, working on and bearing responsibility for several simultaneous in-country projects while keeping the overall program and bureau goals in perspective.
- Demonstrated ability to operate both independently and as part of a team as an effective team member.
- Demonstrated understanding of DOS Acquisition Regulations (DOSAR).

POSITION LOCATION: The physical work location is the INL office at State Annex-1, 2401 E Street NW, Washington, DC 20006.

TRAVEL: Travel for this position is authorized.



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SECURITY CLEARANCE: A Secret security clearance is required for this position; however, the Analyst may begin work with an interim Secret security clearance.

BENEFITS: Employer offers a highly competitive compensation package for this position, including comprehensive medical insurance, paid time off, federal holidays, and a 401K matching with no vesting period. Employer also provides at, no cost to our employees, 50K in life insurance, short and long-term disability insurance coverage.