



SECURIFENSE

POSITION: Contracts Management Analyst I, II, and III

LOCATION: San Diego, CA

SECURITY CLEARANCE: Secret and/or Top Secret/SCI

Background:

The Contracts Management Analyst is a contracts management professional who serves as a subject matter expert on all aspects of FAR, DFARS, and DoD 5000 series procurement requirements. At this level, the incumbent leads complex acquisition documentation efforts, advises Government decision-makers, and provides senior-level oversight of source selection and contract administration activities.

Responsibilities:

- Lead development of complex procurement documents including Market Research Reports, Work Statements, CDRLs, CLINs, DD-254s, Acquisition Plans, and Source Selection Plans.
- Prepare and review Justifications and Approvals (J&As) & Determinations and Findings (D&Fs).
- Lead coordination of Industry Days and all pre-solicitation activities.
- Provide senior-level administrative and analytical source selection support.
- Oversee contract administration including Procurement Requests, Modification Requests, and Technical Direction Letters.
- Manage and report on program obligations, expenditures, and deliverables.
- Serve as subject matter expert on FAR, DFARS, and applicable agency supplements.
- Advise program managers and Government leadership on acquisition strategy and risk.
- Provide mentorship and oversight to junior Contracts Management Analysts.
- Prepare executive-level briefings and analytical products on contracting matters.

Required Qualifications:

- Education – Masters / Bachelors Degree
- 7 years or more professional experience in acquisition management support
 - Senior - minimum of 10 years,
 - Mid-Level - minimum of 3 years
 - Junior - minimum of 1 year
- Experience drafting acquisition documents and performing contract administration
- Knowledge of FAR DFARS and DoD acquisition policies
- Strong analytical organizational and computer skills
- Ability to work collaboratively within teams

Preferred Qualifications

- 3-10 years' experience supporting a Navy organization performing pre/post-award contract support
- Experience with ACAT I IV programs AAPs Projects and Adaptive Acquisition Framework Pathways including Software Acquisition and Middle Tier Acquisition

The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

SecuriFense employment is contingent upon individual's providing legal proof of identity and satisfactory background check results. If a Government clearance is required, applicants will be subject to a security investigation and must meet eligibility requirements for access to classified information.

SecuriFense is firmly committed to hiring and retaining a diverse workforce and in providing equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, handicap, disability, veteran status, and any other basis protected by applicable law.