



## POSITION DESCRIPTION

**FUNCTIONAL JOB TITLE:** Military Analyst (Junior)

**LOCATION:** Arlington, VA

**SECURITY CLEARANCE:** Secret clearance required

**START DATE:** Immediate Fill

**APPLY:** <https://careers-mayvin3.icims.com/jobs>

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**Description:** This position's primary function is to provide support to an Army Capabilities Integration, Prioritization & Analysis Directorate (DAMO-CI) based client.

**Education:** Candidate should possess a Bachelor's degree from an accredited college or university in systems management, engineering, mathematics or scientific related field or in business administration. If the candidate does not possess a degree, he/she must have ten years of intensive and progressive experience demonstrating the required proficiency levels related to task.

### **Duties:**

- Assists DAMO-CI in staffing, coordinating and assembling comments on JCIDS and related Acquisition products.
- Enters, reviews and maintains information in the DAMO-CI knowledge management system (KMS)
- Communicates status of requirements through requirement approval process.
- Performs mission analysis of potential requirements, prepares and briefs requirement approval documents to DAMO-CI. Captures and prepares executive summaries of proceedings.
- Be knowledgeable of the policies and guidance that pertains to the JCIDS Process and the Acquisition Process.
- Support projects and studies that in connection with the Capability Development and Acquisition Processes, as well as the Army's Campaign of Learning.
- Analyze and assess the results of the Army Campaign of Learning efforts.
- Contribute in Process Action Teams to identify the problems to be addressed in the analytical effort, put together a plan for how to approach the problem, make recommendations on underlying issues and on developing an assessment strategy, procedures, and tools.
- Attend meetings and symposium as directed. Compile executive summaries of meetings attended.

### **General Experience:**

Candidate must have five years of intensive and progressive analytical experience demonstrating the required proficiency levels related to task. The education requirement may be substituted with 10 years of intensive and progressive experience demonstrating the required proficiency levels related to task. Experience with the military is preferred. Must possess strong analytical skills with demonstrated experience in analysis with ability to analyze capabilities, operational situations and threat tactics, define problems, recognize and analyze alternatives and formulate recommended solutions. Mastery in use of personal computers with extensive experience using Microsoft Office Suite and web-based applications.

### **About Mayvin:**

The Mayvin Consulting Group, Inc. is a dynamic economically disadvantaged women-owned small business created out of a commitment to deliver unparalleled service to our clients. Our



team brings expert knowledge of project management services specializing in Streamlined Acquisition and Operations Management to government organizations. We create effective strategies for program design, execution, and sustainment while implementing action plans to provide our clients with maximum visibility, access, and an impact that serves the needs of the United States. Our team has a diverse array of credentials directly related to providing a comprehensive mission support plan for both military and civilian agencies.

A “Mayvin” is a trusted expert in a particular field who seeks to pass knowledge on to others - a builder of networks, a communicator of knowledge

Our compensation package includes a competitive salary and benefits package, along with a dynamic corporate culture and supportive team environment.

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