



## **POSITION DESCRIPTION**

**FUNCTIONAL JOB TITLE:** SOF Operations SME – Project Management

**LOCATION:** Fort Belvoir, VA

**SECURITY CLEARANCE:** TS/SCI clearance is required

**EXPECTED TRAVEL:** Variable

**APPLY:** <https://mayvin3.applicantpro.com/jobs/>

**POSITION START DATE:** Immediate Fill

**SUMMARY:** The Mayvin Consulting Group, Inc. (Mayvin®) is currently seeking an experienced Administrative Assistant to assist an Army based client located in VA.

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### **Qualifications:**

**Education:** A Bachelor's degree in Business Management or Science, Technology, Engineering, Mathematics (STEM) from an accredited university. (Advanced degree preferred but not required) Desired: Level III Defense Acquisition Workforce Improvement Act (DAWIA) Certification (Program Management, Contracting, or S&T Management preferred)

**Clearance:** Applicants selected will be subject to a security investigation and may need to meet eligibility requirements for access to classified information; **TS//SCI clearance is required.**

### **Experience:**

- Minimum of ten (10) years of operational experience working within US military special operations and/or special mission units
- Expertise in SOCOM acquisition policies and processes, DoD 5000, JCIDS/SOFCIDS, and SOF-unique processes.
- Functional expertise in program management and technical support obtained as a Senior NCO or Commissioned Officer
- Strong communication, organizational, creative, analytical and problem solving skills
- Good interpersonal and presentation skills for interacting with team members, clients and company management
- Ability to handle multiple tasks simultaneously and switch between tasks quickly
- Ability to work in a team environment
- Ability to deal with ambiguity and change
- Ability to create and maintain formal and informal networks

- Willingness to travel
- Preferred: Detailed understanding of SOF tactics, techniques, procedures, and processes and subject matter expertise in one or more of the SOF core mission areas.

### **Duties/Responsibilities:**

- Provides technical guidance and advisory assistance in the preparation of supporting acquisition documentation including a Statement of Objectives (SOOs), Statement of Work (SOW) requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information.
- Reviews Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations, prepares technical evaluations, and validates independent government cost estimates (IGCE).
- Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS/GOTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks.
- Develops metrics, tracks performance, periodically reports performance metrics, and makes and implements improvement recommendations.
- Develops SOF operational initiatives that support the client's lines of operations.
- Reports on/and/or manages the delivery and training for SOF operational initiatives resourced by the client's (lifecycle).
- Provides SOF operational planning expertise and develops sustainment plans for the government client's operational strategy in coordination with external organizations as required.
- Provide the client's leadership with situational awareness of all deployed SOF operational initiatives including their resource status, effectiveness, and ownership (tactical, operational, and strategic).
- Possess current knowledge of all work in progress under the specific Program and be capable of discussing items or issues related to Program.

### **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.

**Equal Opportunity:** *The Mayvin Consulting Group, Inc. is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Mayvin are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Mayvin will not tolerate discrimination or harassment based on any of these characteristics.*