Downloaded from <https://www.velvetjobs.com/job-descriptions/program-analyst-senior>

# Example of Program Analyst, Senior Job Description

Our company is growing rapidly and is hiring for a program analyst, senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program analyst, senior

* Communication lead for Office of the Chancellor Public Affairs team
* Prepare and deliver complex financial/administrative reports and distributes to internal and external customers
* Leads pricing efforts and is able to create detailed financial models
* Supports collection efforts
* Preparation and analysis of program related data
* Preparation of materials for and giving program related briefings and presentations
* Conduct of program and project control processes
* Required to perform various types of program/project/systems analysis, and to provide occasional general logistics support
* Expected to perform most task assignments independently
* Provides daily management and supervision of contractor personnel, is proficient in managing personnel with diverse skill sets, and will be the primary point of contact for the technical officer representatives

## Qualifications for program analyst, senior

* Must have demonstrated abilities in team building, leadership and delegation skills to achieve project objectives
* Requires working knowledge of project management methods within the defense acquisition environment including proposal preparation, program planning, integrated master scheduling, budgeting and earned value management
* Ability to implement product design and development stage gate process (reviews for design, build, and test) required
* Demonstrated ability to define and negotiate task objectives, scope description and completion criteria for specific and broad activities
* Requires excellent communication skills, self-motivation, strong leadership skills and the ability to handle and resolve complex problems with minimal guidance
* Willingness to travel and flexibility to work occasional extended hours are required