Example of Program Analyst, Senior Job Description

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Our company is growing rapidly and is looking to fill the role of program analyst, senior. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for program analyst, senior

- Propose and champion new project management practices and tools that promote predictability and maximize the project's return on investment
- Prepare and/or review ad-hoc financial requests for program managers for assigned projects
- Supports the C4AD mission and vision by strategic planning and analysis and by developing the C4AD Annual Program Plan in concert with the Joint Staff Strategic Plan
- Attends and monitor meetings with the Office of the Secretary of Defense (OSD) staff
- Support the program development process through application of national security, program management, C4AD experience, requirements development, operational and developmental evaluation, DoD programmatic processes, systems engineering, and structured analysis knowledge
- Apply program development and cost/resource analysis knowledge to realize optimum C4AD mission accomplishment within available budget
- Evaluate complex DoD resource, engineering, and analysis functions to enable compliance with established policy and regulations
- Attend conferences, seminars, and work groups with JS directorates, program management offices (PMO), and other organizations that support program development
- Provide feedback in papers, JS taskers, executive summaries, and other media

Qualifications for program analyst, senior

- Ability to track actions items, develop metrics, and develop/track risk mitigation plans
- Minimum 3 years' experience preparing project budgets
- Extensive knowledge and capability in aircraft integration issues, design interface requirements, and specification development
- Knowledge of DoD systems engineering requirements and ELINT/INTEL issues
- Experience in communicating, interacting, and working among Senior Executive Service and Flag level personnel
- Experience in developing briefs and documentation for senior leadership