



Example of Senior Program Analyst Job Description

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Our company is looking to fill the role of senior program analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for senior program analyst

- Assist with monitoring the solution implementation schedule of the program
- Assist with developing key Joint Resource Council (JRC) documentation per AMS requirements
- Lead cross-functional project team through the Product Development Process, or Technology Development Process to ensure compliance to regulations and internal quality
- Develop solid understanding of clinical application, product design, regulatory requirements, and commercial plans
- Present the project plans, status and changes to the leadership team
- Update budgets and forecasts quarterly with Finance and with the portfolio management team
- Directly interface with clinicians and key suppliers to ensure alignment with stakeholders and partners
- Actively manage project issues and risks, leveraging internal and external experts as needed
- Support government program and project managers, with data driven feasibility studies that address VA Acquisition Academy issues
- Data management, gather organization performance data, analyze data, and develop solutions (data analysis from surveys, registrations, and business process descriptions)

Qualifications for senior program analyst

- Minimum 10 years of technical/business/management

weapons, and/or operations, with 3 of those years occurring within the last 3 years

- Knowledge of DoD systems engineering requirements, acquisition policies, documentation development, financial and/or technical requirements and Planning, Programming and Budgeting System (PPBS)
- Knowledge and capability in planning, management, budgeting, coordinating technical requirements, and contract requirements
- Minimum 3 years of current experience in analyzing and preparing acquisition documentation
- BA or BS degree and 3+ years of experience in a Navy acquisition office or 7 years of experience in a Navy acquisition office
- Performer government research programs