



# Example of Technical Program Management Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of technical program management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for technical program management

- Coordinate outage post-mortems and root cause analyses and ensure that lessons learned are applied by all vendor and company teams to improve overall system stability and drive operational performance improvements
- Motivate cross-functional and cross-organizational project team to work together in the most efficient and effective manner
- Mentor other Technical Project managers to organize workflow, assign duties, projects and tasks
- Utilize an agile mindset to create a collaborative environment that fosters autonomy, transparency, mastery, innovation, and learning
- The contractor shall provide Acquisition Planning and ISP Technical SME support for overarching Managed Services Acquisition Strategy and status, and direct support to active ISP acquisitions for RFP artifacts, requirements collection, documentation, de-confliction with other ITEMS and IC ITE services
- Review acquisition program requirements, documents, plans and other related artifacts to ensure consistency with Government mission needs and objectives
- Provide support across multiple ISP Managed Service acquisitions and expertise in the integration of multiple acquisitions
- Provide IT and IC ITE System Technical Expertise of existing capabilities across the community and industry to support alignment of Agency

- Facilitate stakeholder engagement in recurring IC and NGA programmatic / technical forums to identify and analyze time-phased requirements delivery and potential impacts across the ISP acquisitions
- Collect and apply “lessons learned” across supported ISP acquisitions, as applicable

### **Qualifications for technical program management**

- Thorough understanding of infrastructure processes and lifecycle
- Working knowledge of Agile software development processes
- Minimum of 12 years of progressively more responsible experience in directly relevant leadership roles in technical program management and delivery within a dynamic product development environment, preferably within leading technology, payments, and/or financial services companies
- Proficiency in the use of Microsoft Office tools (Word, Excel, PowerPoint, Visio, Project, and SharePoint) required
- The ideal candidate will have at least 2 years of tech industry experience
- The ideal candidate will have at least 2 years of experience in either program management or analytics