

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a woman/veteran-owned, small business providing executive level consultants and programmatic support to Department of Defense Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for a **Telecommunications Analyst** to support PMW-205 Network Services.

Duty Location:

Norfolk, VA or Washington Navy Yard

**Minimal travel may be required*

The Telecommunications Analyst:

- Responsible for the planning, coordination, and provisioning of Wide Area Network (WAN) services in support of the Navy-Marine Corp Intranet (NMCI) network.
- Interacts with technical project teams and others from the Navy, commercial Telco's, DISA/DITCO and other government agencies, to complete assigned projects and work initiatives on schedule, within budget and per the established quality performance standards.
- Utilizes project management principles to provide lifecycle support for WAN Transport services to ensure the Navy acquires and deploys best-value WAN services.
- Works with minimal oversight and manage multiple projects and tasks simultaneously.
- Leads various project initiatives as assigned by the WAN Team lead and provides high-quality deliverables to peers and senior management.
- As a Program Management Office (PMO) representative, participates in matrixed team meetings to ensure WAN services are delivered to our Navy customers and guide the Contractor as necessary to ensure compliance with contract requirements.

Required Qualifications:

- Experience working with Defense Information Systems Agency (DISA) or other DoD or government organization.
- Experience provisioning telecom services

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- Experience drafting Telecommunication Service Request Orders; IERs, reading and interpreting TSOs
- Experience managing multiple projects simultaneously
- Experience extracting and manipulating information from large data sets
- Experience reading and interpreting network drawings and diagrams
- Experience developing executive-level briefs, point papers, and white papers
- Experience Statements of Work and Cost Estimates
- Demonstrated analytical ability, judgment, and problem-solving skills

- BS Degree in Technical Discipline or equivalent work experience
- Certificates: Security+ or Network+
- Project Management - PMP preferred
- Experience with MS Project MS Excel is preferred
- Experience using DISA & Navy specific software applications (I.e., SNAP, GIAP, WWOLS, TCOSS, TIBI, and STOREFRONT) preferred
- **Active Secret Clearance**

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

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