



Job Description

About Us:

IMSOLUTIONS, LLC (IMS) specializes in providing management and cost analysis support to government and commercial agencies. Our consultants have extensive experience working with the Department of Defense (DoD), Department of Treasury, USAID and other federal agencies. We have supported projects ranging from the acquisition of major weapon systems to the re-engineering of organizational operations. IMS has experience with working effectively at all levels of the organizational team including Integrated Product Teams (IPT).

Our Mission is to establish a flexible, best value, solution-oriented organization which provides quality and innovation management support services that will result in value added solutions and satisfied customers.

Company:

IMSolutions, LLC

Location:

Washington DC

Status:

Employee, Exempt

Assistant to the Administrator

Position Description:

IMSolutions is looking for a Senior Executive to fill the position of The Assistant to the Administrator (AtA) of the Office of Afghanistan and Pakistan Affairs (OAPA) office for USAID. The person filling this position is responsible for providing strategic leadership, policy guidance, and overall oversight of the U.S. Government's (USG) programs in OAPA. The Special Assistant/Program Specialist plays a key role in supporting the AtA in achieving his/her objectives by ensuring; the most effective use of the AtA's time and attention; that OAPA responds effectively and in a timely manner to taskers from the Administrator, the National Security Council, the State Department and other USG agencies, and the Congress; and that communications and messaging within and outside the Bureau effectively convey and incorporate the AtA's, the Administrator's, and the Administration's goals and policies. The work location for this position will be in Washington, DC.

Contract Information

Company:

IMSolutions, LLC

Address:

3600 Pointe Center
Court, Suite 200
Dumfries, Virginia 22026

Email:

careers@imsolutionsllc.com

Phone:

703.221.2685

Fax:

703.221.2755

Responsibilities include but are not limited to:

- Ensures effective use of the Assistant to the Administrator's Time and Priorities
- Ensures Appropriate Response to High-Level Takers
- Ensures Effective Communications and Messaging

This is a full-time position, with an immediate start date.

Minimum Requirements

- 8 to 10 years of professional experience;
- Bachelor's degree or Master's degree in relevant field (international affairs, political science, public policy, international development, communications, etc.);
- Proficiency in the use of Microsoft Office, Internet, and e-mail applications (Google/Outlook);
- Demonstrated experience providing support to SES, AA, DAA, Under Secretary, Dep. Assistant Secretary (government) or VP, SVP, CEO (private sector);
- Excellent written and verbal communication skills;
- Demonstrated experience in conducting research on various topics and preparing talking points/briefers
- Experience with project management and/or international development, administrative, and financial procedures;
- **Active secret-level security clearance.**

Preferred Requirements:

- Experience using database applications and other trackers to organize data;
- Superb written and oral communication skills, with experience interacting with senior level officials;
- Previous USAID experience.

IMSolutions offer a competitive salary, excellent benefits, and exceptional opportunities to develop a rewarding career. For immediate consideration, please email your resume to careers@imsolutionsllc.com or fax to (703) 221-2755.