



## 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.

### Reference ID:

#### Company:

IMSolutions, LLC

#### Location:

Washington DC

#### Status:

Employee, Exempt

## IT Analyst

### Position Description:

Support the United States Agency for International Development (USAID) Office of Afghanistan and Pakistan Affairs (OAPA) by contributing to all facets of the development and management of the USAID Info system, a web-based information system used to record USAID Afghanistan and Pakistan program performance targets, budgets, and results, as well as program impacts. Tasks include:

- Conduct requirements gathering, design, documentation, implementation, testing, maintenance, and outreach of IT related matters;
- Work with mission staff, OAPA leadership, the M/ CIO, and other stakeholders to develop a plan to focus the team's tasks on features that can be incorporated into other Agency systems, such as the Development Information Solution (DIS);

### Company:

IMSolutions, LLC

### Address:

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### Phone:

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- Lead communication efforts for the application, including: conveying the purpose of the USAID Info system, informing relevant users of its upcoming release schedules and features, broadcasting the current functionality and benefits of USAID Info, integrating information on USAID Info into training materials, and facilitating direct communication with end users on the status of their requests related to USAID Info;

**Experience / Educational Background:**

Master's degree in computer science, information systems management, software engineering, operations, or another relevant field. Minimum 6 years relevant experience including 6 years project management related work / 5 years systems development/ programming/systems administration related work.

**Skills Required:**

Position requires proficiency in the use of Google Applications, Significant experience in the overall management and operational support of complex computer systems and data-centers; Superior facilitation and communication skills; Ability to learn quickly, with minimal guidance;

**Skills Desired:**

Familiarity with USAID and/or Department of State internal systems.

**SECRET Clearance Required**

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