



## 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

## Risk Management Specialist

### Position Description:

Serve as liaison for Audit, Risk Management: Enterprise Risk Management (ERM), Federal Managers Financial Integrity Act (FMFIA) and Freedom of Information Act (FOIA) within the Office of Afghanistan and Pakistan Affairs at USAID. The Risk Management Specialist will liaison with the Mission audit teams as well as assist, track, report, coordinate, review and gather information for all OAPA audits. This Risk Management Specialist will help with the completion of operating unit risk profile for submission to the next management level and any follow up on resolution of identified risks by the operating units. This person will assist with the entire FMFIA process that requires each operating unit office directors to assess its implementation of internal controls so that Agency leadership have visibility on where there are weaknesses or deficiencies through Uniform Risk and Internal Control

**Company:**  
IMSolutions, LLC

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Assessment (URICA) tool and Agency Secure Image And Storage Tracking System (ASIST). Lastly, the Risk Management Specialist will also facilitate FOIA requests for OAPA.

Duties require leading, coordinating, organizing, researching, analyzing, liaising and managing in the following tasks: project/program tracking, data analysis and documentation; program document preparation and communications support, country-backstop and field support; general administration. Technical specialists will be require expertise in the following areas, general development; governance; economics; democracy/ governance; information technology; stabilization; and/or any other technical related specialty that may be required based upon the short-term workforce requirements. Experience working abroad, preferably in the Asia region desired). Experience in project administration and management procedures preferred.

**Experience / Educational Background:**

BA/BS in Business Administration, Management, Finance, or relevant field; Minimum 8 years relevant experience

**Skills Required:**

Positions require proficiency in the use of Windows, Microsoft Office, Internet search engines, and e-mail applications (Google/Outlook)

**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.