

Communications & Project Planning #3856

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Company: GovCIO

Location: Qatar

Category: computer-and-mathematical

Overview

GovCIO is currently hiring for a Communications& Project Planning. This position will be located in Qatar and will be an onsite position.

Responsibilities

Provide communications and project planning. The contractor shall:

Administer, manage and perform planning and implementation activities;

Provide continuity for deployed United States Air Force (USAF) personnel on all projects and serve as the focal point for all communication systems planning;

Convene and lead planning meetings, video conferences, and teleconferences;

Coordinate with SMEs, local command, and external agencies to develop and brief project plans;

Coordinate and facilitate communications installations to include frequency authorizations, civil works authorizations, logistical work, and other allied support;

Ensure communications systems architecture, configuration, and integration conformity by coordinating engineering data through the base Communications Systems Integrator (CSI);

Manage implementation of communication systems projects;

Consolidate monthly reports of all communication projects;

Coordinate and process deployed base and command-level requirements;

Track requirements throughout the life cycle to include gathering, collecting, and archiving requirements;

Input requirement into the Government-provided database.

Qualifications

High School with 6 - 9 years (or commensurate experience)

Clearance Required: Secret

Required Skills and Experience:

PMP or similar work experience

Senior level experience in: technical specifications development, process analysis and design, technical problem solving, analytical/logical thinking, installation of communications systems or equipment; coordinating the work of several different activities/agencies in project completion; production timelines, coordinating project support agreements, and reviewing engineering design documents; AND

Must possess excellent interpersonal skills

#CTSS

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