



## Portfolio Management Office (PMO) Project Leader (PL) Job Description

**ArcSource Group, Inc.** is a certified SBA 8(a), Economically Disadvantaged Woman-Owned Small Business (EDWOSB) that delivers training and management related services to federal and commercial clients. We are seeking a **Portfolio Management Office (PMO) Program Leader (PL)** to provide oversight and control for multiple medical service delivery projects in a federal government agency portfolio. The portfolio provides healthcare programs and projects to Military Service members throughout the world. This position reports to our company site in Fairfax, Virginia.

### **Candidate MUST have:**

- ACTIVE Secret Clearance
- Current PMI® Project Management Professional (PMP) certification

### **Desirable:**

- Portfolio level experience
- Healthcare management experience
- Military customer support experience
- Military Service a plus
- Knowledge and practice of PMI's Standards for Portfolio Management

### **Preferred Skills and Experience:**

- Demonstrated management success at the project and portfolio levels
- Ability to communicate clearly and concisely using presentations and verbal or written means
- Ability to take initiative, follow-through on tasks and activities, and produce meaningful results
- Ability to apply critical thinking to understand and solve portfolio challenges
- Sense of ownership and urgency for task and initiatives
- Strong collaboration skills, situational flexibility and ability to work well in fast-paced environment while maintaining attention to detail
- Demonstrated ability to manage multiple priorities and deadlines
- A well-organized and self-directed individual who can produce results with minimal supervision
- Proficient in Microsoft Office and industry related software

### **Position responsibilities may include:**

- Understand the requirements and benefits of projects within the portfolio and assess their alignment to the organization's objectives
- Prioritize and select projects for recommendation to the Portfolio Manager taking into consideration performance metrics and risk to the portfolio
- Author and develop plans, policy, foundational PMO documentation and other work products
- Identify, define and articulate problem areas, recommend and justify courses of action, analyze impact to the portfolio, and provide thought leadership for portfolio component decisions



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- Guide portfolio executive leaders and key stakeholders through decision-making processes to ensure the right projects are selected for inclusion in the portfolio
- Develop and maintain customer relationships at the project and program levels
- Leading, coordinating and facilitating one or more program proposal data calls using value measurement framework.
- Developing and apply a Value Measurement Methodology (VMM) to assess project performance and portfolio health
- Apply critical thinking, analysis and industry best practices to inform and recommend courses of action to the Portfolio Manager and key stakeholders

### **Education and/or Experience:**

- Bachelor's degree
- 4-6 years of related experience, including a minimum of 2 years in a leadership role

### **Employee Benefits:**

- 401k
- Medical, Dental, & Vision Benefits
- Training
- Long-Term & Short-Term Disability
- Life Insurance
- 3 weeks PTO + Holidays
- Salary dependent on skills and experience

### **Working Conditions/Physical Demands:**

- Work is performed at the client site in Falls Church, VA.

**Please contact:** [careers@arcsourcegroup.com](mailto:careers@arcsourcegroup.com)

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*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing.*

*ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.*

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