

Role: Program Advisor (Part-Time)

Location: Washington, DC (US)

Candidate will provide support to the Department of Veterans Affairs (VA) National Cemetery Administration (NCA) to ensure the successful adoption and implementation of the integrated Financial and Acquisition Management System (iFAMS), as part of the Financial Management Business Transformation (FMBT) program and support iFAMS and business transformation activities during implementation and post Go-Live program phases. Candidate works at the direction of the NCA Program Advisor or her delegate.

SPECIFIC RESPONSIBILITIES

- Participate in VA business process reengineering workshops to share institutional knowledge and subject matter expertise.
- Participate in the development of a standardized organization structure for iFAMS that incorporates funds control and reporting requirements.
- Participate in the identification and tracking of National Cemetery Administration (NCA) financial and budget information requirements including business process documentation.
- Collaborate with staff in conducting stakeholder outreach with key influencers to advocate for the Financial Management Business Transformation (FMBT) program and collect general information, questions, and concerns.
- Assist in stakeholder analysis.
- Identify program risks, opportunities, and issues including effective response strategies.
- Provide Administration-level support to NCA in communicating program status and advocating for NCA requirements.
- Provide strategic advisement in preparation for program governance activities.
- Review key strategic documents for soundness in approach and assessment of risks.
- Perform assessments on program scope and schedule.
- Participate in FMBT training sessions.
- Participate in program status meetings with VA and/or NCA leadership as needed.
- Share lessons learned from experiences within VA, including previous financial system modernizations, resistance to change, key stakeholders, and critical success factors.

REQUIRED SKILLS & QUALIFICATIONS

- Education: Bachelor's degree plus minimum 5+ years' relative experience
- Demonstrated commitment to team success
- Must possess excellent communications and interpersonal skills
- Project analyst experience on federal government contracts
- Strong communication skills

SECURITY REQUIREMENTS

- Ability to pass pre-employment background investigation, including credit check
- Ability to obtain and maintain a Public Trust clearance

DESIRED EXPERIENCE

- Prior experience working with VA AND/OR Federal/large enterprise systems a plus

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