

Please apply directly to [Senior Performance Analyst - \(ADV00000P\)](#)

“Jacobs National Security Solutions (NSS) provides world-class IT network and service management capabilities; cutting edge cyber threat awareness and cybersecurity solutions; innovative web- and software applications development; and advanced data analytics for major clients in the Intelligence Community, Department of Defense, and Federal Civilian Agencies.

Our forward thinking solutions deliver an integrated approach to IT network design and management, full lifecycle IT service management, IT service delivery, asset management, logistics and procurement, and vendor management. We leverage the expertise and passion of our employees to conduct identity and access management, penetration testing, and vulnerability assessments for our nation’s most closely guarded agencies and networks. Our Cyber Security Operations Centers ensure safe, effective network operations for Federal clients while our data scientists are helping stop illegal acts before they can endanger Americans or our way of life.

Jacobs promotes a culture of operational excellence to create a safer, smarter, and more connected world while upholding the highest standards of compliance, quality and integrity.

We continue to thrive and need your talent and motivation to help propel us farther, faster.”

Jacobs is seeking a Senior Performance Analyst/Quality Analyst to join our team in Herndon, VA

- Support an organization-wide effort to migrate multiple management systems into one system
- Maintain and improve the management system and ensure compliance to standards
- Perform process reviews, work with stakeholders to update/create business processes
- Conduct internal process audits to confirm compliance to standards and identify improvement opportunities
- Assess risk and impact of any issues identified during audits; follow up, track, and remediate management action plans
- Conduct process training for relevant staff
- Maintain process asset library
- Maintain risk/opportunity process and communication with action owners
- Support management reviews by collecting and analyzing data and updating presentations
- Prepare for and participate in external assessments (e.g., ISO 9001, ISO 20000, CMMI)
- Work collaboratively with staff and management to accomplish objectives
- Drive the use of process metrics for continuous improvement
- Travel between local sites to work with process owners
- Provide assistance with special projects, as needed
- Attend training as needed to maintain knowledge in current standards.

Required Qualifications:

- Bachelor's Degree in a business-related discipline
- 8-10 years of experience with quality assurance, process improvement, internal auditing;
- 4+ years in a Government contracting environment
- 4+ years of experience with ISO standards and CMMI; familiarity with Agile software development
- Experience with Microsoft Office, SharePoint, Visio
- Ability to effectively present information to and interact well with different levels in the organization
- Strong organizational and communication skills
- Ability to coordinate and prioritize multiple tasks simultaneously
- Possess strong analytical skills and demonstrate ability to define problems, collect data, establish facts, draw conclusions and solve problems
- High attention to detail
- Self-motivated team player with ability to work independently
- Possess strong verbal and written communication skills

Preferred Qualifications (desired but not required):

- ASQ certification
- Training in CMMI-DEV V2.0
- U.S. government security clearance
- Experience with planning and executing assigned tasks efficiently and effectively
- Ability to handle multiple priorities in a deadline-driven, changing environment
- Work well under pressure to meet deadline requirements.

Essential Functions:**Physical Requirements:**

Most work will be done at a desk or computer.

Work Environment:

General Office environment. The work environment is fast-paced and sometimes involves extreme deadline pressures. The nature of the work requires a high degree of teamwork and cooperation with other members of the staff as well as individuals across the Company and Customers.

Equipment & Machines:

General office equipment including PC/laptop, Fax, Copiers, Shredder, Printers, Telephone, and other miscellaneous office equipment.

Attendance:

Attendance is critical at all times. Must be able to work a 40-hour workweek, normally Monday through Friday. However, times and days may vary depending on business requirements. Needs to be available to work overtime during critical peaks and be available to meet last minute requests for overtime should the situation occur.

Other Essential Functions:

Must be able to communicate effectively both verbally and in writing

Grooming and dress must be appropriate for the position and must not impose a safety risk/hazard to the employee or others. Must put forward a professional behavior that enhances productivity and promotes teamwork and cooperation.

Must be able to interface with individuals at all levels of the organization both verbally and in writing. Must be well-organized with the ability to coordinate and prioritize multiple tasks simultaneously. Must work well under pressure to meet deadline requirements. Must be willing to travel as needed. Must take and pass a drug test and background check as well as a motor vehicle records check. Must be a US citizen.

Jacobs is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristics protected by law. Learn more about your rights under [Federal EEO laws](#) and [supplemental language](#).

Recruiter contact information: Bridget Feeney (bridget.feeney@jacobs.com)