



## NOVA CORPORATION

NOVA Corporation is 100% tribally owned by the Navajo Nation. Recognized by the Small Business Administration (SBA), we are certified as a Tribally Owned 8(a) Small Disadvantaged Business.

NOVA Corporation is dedicated to providing outstanding services to its customers and employees. Our strength is in our ability to understand our client's needs and deliver a solution that will not only meet those needs but exceed their expectations.

NOVA Corporation strives to be innovative in all areas of business and is committed to technical excellence. Our headquarter office is located on the Navajo Nation reservation in Window Rock, Arizona. Also, we have a satellite office located in Chambersburg, Pennsylvania.

NOVA Corporation provides unique, custom solutions to meet our customers communications needs. Our solutions provide communication capabilities using modern technology. At their most complex, they are multi-purpose systems that gather information from dozens of different sources. The information is presented to decision makers immediately, visually, clearly.

### **Program Manager**

Program Manager will provide management, administrative, and technical advice to our customer. Will be a technical interface with the COR's in the daily accomplishment of services as outlined in our contract.

- Supervise the day-to-day operations of the contractor workforce.
- Manage contract budget.
- Shall be able to perform both high level organizational thinking and recommendation development in addition to specific technically detailed thinking and recommendation development.
- Should be able to perform and have experience in conducting analytical analysis related to NETOPS.
- Shall represent the our customer at meetings, conferences, and working groups in developing proposed solutions and policies for resolution of issues within the scope of this contract for Government decision.
- Shall develop program plans and policies for Government decision, coordinate the implementing actions, and serve as a facilitator at such meetings to resolve issues or problems affecting mission accomplishment.
- Shall prepare and present Government-approved briefings representing our customer's position.
- Shall coordinate with 1<sup>st</sup> IO Command's ACERT concerning operational procedures and requirements for NETOPS, Information Systems Security.
- Must be able to coordinate Continuity of Business Planning

- MUST have a TS/SCI Clearance
- MUST have ITIL v3 Foundations Certification
- PMP/PMI certification desired