



# TECHSOURCE<sup>®</sup>

A Science & Engineering Consultancy

**Job Title:** Technical Support Specialist to DOE Office of Project Management

**Location:** Washington, D.C.

**Position Type:** Full-Time

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## Position Description

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- Provides technical support using the PM-MAX Atlassian Confluence Team Collaboration software for planning, communications and workflow management.
- Supports the PM-MAX system administrator in developing and maintaining the system, including user access and content management.
- Supports the DOE Project Management Risk Committee (PMRC) and the Secretariat for the PMRC, comprised of Senior DOE Leadership, *e.g.*, the Deputy Secretary, through planning, coordinating and ensuring that PMRC members are prepared for meetings and supplied with necessary briefing materials.
- Prepares and posts PMRC meeting minutes.
- Supports the Energy Systems Acquisition Advisory Board (ESAAB), also comprised of Senior DOE Leadership, by providing technical assistance to the DOE-PM, including planning, coordinating, ensuring timely distribution of meeting materials, and preparing and posting meeting minutes.
- Provides technical writing support to the PM-20 lead who conducts External Independent Reviews (EIRs), Independent Cost Estimates (ICEs), and Independent Cost Reviews (ICRs) on projects of significance, *i.e.*, Total Project Costs exceeding \$100M.
- Plans and coordinates EIRs, ICEs, and ICRs (*i.e.*, on-site reviews) and facilitates resolution of findings and preparation of final reports.
- Compiles draft report content from EIRs, ICEs, and ICRs, obtains feedback from stakeholders, and uses technical writing and editing skills to prepare final reports, ensuring that final content reads as “one voice.”

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## Required Knowledge and Experience

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- Bachelor’s degree in a related field.
- Approximately 3 years of experience in a professional office environment.
- Aptitude and willingness to learn and adjust to changing requirements and scheduling.
- Ability to multi-task and exhibit refined organizational skills.
- Excellent technical writing and editing skills.
- Experienced using Microsoft Office suite of applications, including Word, Excel, and PowerPoint.
- Comfortable using IT applications, *e.g.*, web-based content management tools.





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## Preferred Experience

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- Prior experience working in and/or supporting a government agency such as DOE.
- Proven ability to work in a team environment and communicate effectively with senior managers, team members and stakeholders.

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## About TechSource, Inc.

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TechSource is a nationally recognized engineering consultancy specializing in the management and technical delivery of large-scale nuclear and high-technology projects. TechSource provides direct access to more than 600 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource's outstanding technical service has earned the company a client retention rate of over 95 percent.

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.

