



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 corporate offices are located on the Navajo Nation reservation in Window Rock, Arizona; Chambersburg, Pennsylvania; Albuquerque, New Mexico; and Columbia, Maryland.

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

Experience: 8+ years of intensive and progressive experience in managing IT or engineering programs in the last 15 calendar years, which include three years' experience supervising and managing personnel involved in IT projects, two years of intensive and progressive experience managing at least 7 or more IT or engineering professionals in subordinate groups and in diverse locations, and one year managing a significant Government contract.

Position Summary: Responsible for the management of large and complex projects and project teams located across the country, and sometimes globally distributed. Manage internal and external resources to deliver solutions and services to clients, including project managers, engineers, internal stakeholders, and external partners and vendors. Communication skills are of key importance; must be able to communicate orally and in writing - across functions and teams, up and down the chain of command. Listening and gathering customer/user inputs, simplifying complex topics for non-technical audiences and preparing quick pointed summaries for executives and stakeholders is required. PM's must have strong negotiation skills and must be able to deal with conflict and hard to get along with people. Assure proper conduct, documentation and communication of assigned project engagements. Demonstrated project management skills are required.

Clearance Required: Top Secret

Minimum Education / Certifications / Training: Bachelors Degree or Equivalent Experience, PMP Certified, Microsoft Project Expertise, Microsoft Excel Expertise

NOVA Corporation is an equal opportunity employer provided this position is subject to the Navajo Preference in Employment Act.