



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.

Business Manager

Capabilities/Duties: Ability to elicit, identify, and document system scope and requirements based user needs. Ability to devise or modify procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, identification of requirements, and translation into form system requirement specifications. Solid understanding of phases of systems analysis while considering the business implications of the application of technology to the current and future business environment. Ability to work closely with both executive level management and technical teams. Demonstrates **excellent** written and oral communication skills.

Specific responsibilities include:

Knowledge of databases and statistics sufficient to identify trends or patterns, and to develop reports that demonstrate that service levels established in the C4IM and SLAs are being met. Familiar with Lean Six Sigma (LSS) and other business management strategies to improve the quality of IT services. Experienced with applying business management strategies to measure and improve the quality of service. Familiar with Information Technology concepts and terminology to the extent required to effectively perform the functions of this branch. Experienced with calculating Return On Investment (ROI) desired.

Required certifications:

Six Sigma Greenbelt; ITIL Foundations or client approved equivalent required; Security+

Desired certifications:

Certified Business Analysis Professional (CBAP) from International Institute of Business Analysts (www.theiiba.org) certification *desired*.

Familiarity with PMBOK *desired*.

Minimum 6 years experience

B.S. or B.A. Degree in Business, Computer Science, Systems Engineering, Business, Management, Finance, or related discipline

A combination of related experience, and certifications will be used to evaluate a candidate for eligibility in lieu of a degree.

MUST possess a DoD Clearance