

**Enterprise Content Management (ECM) Project Manager
Personal Services Contractor (PSC) Opportunity**

**Information Technology Division
Department of Administration & Finance**

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries. Selected countries must demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry.

In direct support of MCC's overall mission, the Department of Administration and Finance (A&F) is responsible for planning and directing all activities related to financial management and budgeting; human resources management, information technology infrastructure, resource, and website management; procurement and acquisition, personal security; facilities management; administrative services; and corporate records management. The Department of Administration and Finance requires the services of a Project Manager to support Enterprise Content Management under a personal services type of contract.

MANDATORY REQUIREMENTS

- Success in obtaining a Federal security clearance.
- United States Citizenship

BACKGROUND

The Millennium Challenge Corporation (MCC) is embarking on a two year project to improve the collaboration of MCC staff with our partners, improve the efficiency of the organization through the organization of our structured and unstructured data and workflow and approval (digital signatures) of our digital assets (documents).

Historically, the ownership of data, documents, and other MCC digital content has been loosely defined and as such the methods of transmission, storage and retention are by user choice except where established by policy and high level procedures. Without clear stewardship of information relationships it becomes increasingly difficult to establish business rules associated with creation, revision, usage, retention, and deletion of documents.

Policies, procedures, and standards are not defined and promoted for online document storage and data management. This has led to the implementation of multiple incoherent document management systems (e.g., Worksite, the MS Filestore and SharePoint) none of which are being utilized to their full potential and clients continue to operate in an autonomous manner. A good example of this is where MCC staff utilizes the Email system to store and manage documents. Also, with little current guidance and structure, the organization has been working and creating data in silos resulting in the lack of overall knowledge of corporate data and its ownership. Governance for corporate data

should be an integral part of the new Enterprise Architecture implementation; otherwise, MCC will continue to find itself in the same less than optimal position.

KNOWLEDGE, SKILLS & ABILITIES

At a high level the incumbent of this position should have project management experience, specifically cost, schedule and scope control experience, but more importantly experience managing complex information technology projects.

- Knowledge of industry standard and best practices regarding document management policies and procedures
- Knowledge of MCC toolset: Workshare, Worksite, SharePoint and the MS Filestore
- Ability to manage an Integrated Project Team (IPT), that is the ability to bring business process owners, data stewards, the selected ECM vendor and MCC technical staff together and govern a working group to set and achieve the objectives of the project.
- Ability to translate high level, often loosely defined business requirements into detailed technical requirements for action. Specifically, definition of business workflows, data models and reporting requirements.
- Knowledge of core document management best practices:
 - Naming Conventions
 - Version Control
 - Document compare
 - Enterprise document search
- Knowledge of project management best practices:
 - Scope control
 - Cost
 - Schedule
 - Communications

- Knowledge of MCC IT Security model and ability to guide technical “public/private” content permissions (file, folder, site levels) to ensure sensitive data is protected and public data is published for consumption.
- Knowledge of Federal Government programs governing the protection of electronic data (NARA, FISMA & PRIVACY acts)
- Ability to present complex technical information to Executives (conceptual, design, business value, cost, schedule), knowledge of Enterprise Architecture, specifically Data Reference Model and data modeling techniques.

Evaluation Criteria

- Minimum undergraduate degree with major in engineering, business or other related field; graduate coursework is highly desired
- Demonstrated experience in International Development, IT Project Management, preference given to MCC, USAID or Department of State experience
- Strong knowledge of Microsoft Office, Microsoft Project and document management tools (e.g. CMS, DMS or Knowledge Tree)

- Excellent written and oral communication skills, including document editing, presentation preparation

The initial period of performance for this full time PSC contract is one year. Four one-year option periods will also be included. This position is limited to U.S. citizens or legal permanent residents with 5 years residency history due to the security background clearance required.

How to Apply

Interested parties should submit by email to recruitment@mcc.gov the following package: 1) Curriculum Vitae, 2) a brief cover letter that addresses the desired qualifications and provides three professional or academic references, 3) salary history over the past 3 years; and (4) fully loaded hourly salary rate requirement. Full time PSCs at MCC are eligible for 10 paid holidays per year, plus annual leave and sick leave, but are not eligible for government paid health insurance, life insurance, or retirement contribution. Please include “Enterprise Content Management - PSC” in the subject line of your email. First cut off for applications is August 22, 2009, however the announcement is open continuously until the position is filled.