

Project Manager

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Social & Scientific Systems, Inc.
an employee-owned company

Employer	Social & Scientific Systems, Inc.
Location	Silver Spring, Maryland
Posted	Mar 16, 2016
Closes	Apr 20, 2016
Function	Program Manager
Industry	Healthcare
Hours	Full Time

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Overview

Social & Scientific Systems (SSS) works to improve public health worldwide by providing technical, research, and program management services to government, nonprofit, and commercial clients. The SSS team offers a synergy of expertise in clinical research services, epidemiology and public health studies, health data management and analysis, and program evaluation and policy analysis. Please join our dedicated staff of employee-owners in an environment that values diversity and supports health, well-being, and professional growth.

Social & Scientific Systems (SSS) is seeking a Project Manager to manage one or more projects in the Health Data Analysis Center. The Project Manager would manage our work with the Agency for Healthcare Research and Quality and potentially a project supporting the Centers for Medicare & Medicaid Services.

Responsibilities

Specific duties and responsibilities include the following:

- Build relationships among key stakeholders (i.e. clients and potential partners).
- Manage project reporting requirements, schedule, deliverables and financials while managing a team of SAS programmers, researchers, website developers, and subcontractors.
- Coordinate activities conducted by SSS staff and subcontractors located in various locations.
- Provide oversight needed to comply with FISMA moderate security requirements.
- Prepare monthly progress reports and task completion documents.
- Perform additional duties as required.

Qualifications

Required Qualifications

- 3+ years of experience with a team leadership managing teams of 10+ people.
- Knowledge of healthcare data, insurance coverage and spending, payment and delivery reform initiatives.
- Project management experience inclusive of monitoring and tracking of project deliverables, development of progress reports, and presentations to key stakeholders.
- Ability to direct the work activities of others.
- Have excellent organizational and administrative skills.
- Possess strong written and verbal skills; and above all, excellent communication and client relationship skills.
- Possess excellent creative problem-solving, analytical, and organizational skills.

Preferred Qualifications

- Project Management Professional (PMP) Certification or similar.
- Knowledge of the Federal procurement process; experience writing and managing federal proposals.
- Ability to show efficiency and flexibility.

SSS is committed to fostering a diverse workforce and is proud to be an Affirmative Action/Equal Opportunity Employer of Minorities/Women/Protected Veterans/Individuals with Disabilities. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, age, national origin, veteran status, disability, or any other classification protected by law.

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