Job Title: Knowledge Management
Location: Ft Meade, MD
Security Clearance: TS/SCI

E&M Technologies is currently seeking a **KNOWLEDGE MANAGEMENT** to join our team in support of the INSCOM GIS Analytical Enterprise Support 902nd MI BDE Program

Responsibilities:

- The Contractor shall provide recommendations for the development of Knowledge Management systems and offer results by designing and implementing SharePoint process improvement solutions. All solutions must be approved by government personnel prior to implementation.
- Produce, for Government review and approval, Knowledge Management (KM) Standard Operating Procedures (SOP) in accordance with Army FM 6-01.1, which shall guide KM efforts within the organization and shall put the KM structure, practices, and governance model into place.
- Provide position papers containing analysis that provide assessments regarding the effectiveness of current organizational SOPs and processes as discussed during the KM Working Group (KMWG).
- Facilitate the KMWG using a variety of techniques and tools to enable that collaboration to occur; push out information received to individuals or to the entire working group, prod working group members to participate and/or provide specific items to the discussion, and pull information from the working group that they know members need.
- Publish minutes to the Sharepoint KM portal site and in email to designated government personnel from the KMWG and provide recommendations for the follow- on KMWG.
- Provide surveys, interviews, and the results of each that enable methods of sharing knowledge both within and outside of the organization as well as vertically and laterally.
- Participate in meetings to ensure requirements and design concepts are accomplished through the creation of governance and maintenance plans, custom workflows and site themes, SharePoint content management with Microsoft Office applications and the transfer of content from shared drives and other repositories to SharePoint.
- Implement the KM practice by leveraging SharePoint as enabling technology, where applicable.
- Provide formats and recommendations in the management and use of SharePoint from any prioritized KM Working Group recommendations which facilitate knowledge sharing within the organization.
- Provide status updates to the client including actual versus planned task progress made, schedule status, surveys/interviews conducted, meetings attended, issues, and recommendations. These status updates shall identify planned versus actual tasks completed within the previous week:
  - Deliverable 4.40: CI or HUMINT CM Policy Analysis for Collection Management
- Provide CI Operations Trends and Strategic Communications support, which involves the review of operations files, exchange of analyses, conduct of operational data queries, collating and organizing the data of operational activity to include dossiers on over 1,500 operations, articulate operational leads, gaps, vulnerabilities, and trends:
  - Deliverable 4.73: Knowledge Management SOPs and/or TTPs
  - Deliverable 4.74: Knowledge Management Position Papers
  - Deliverable 4.75: Knowledge Management Working Group

- o Deliverable 4.76: Surveys/ Interviews
- o Deliverable 4.77: SharePoint and
- o Deliverable 4.78: Weekly Status Reports

Certification Required:

- Security+

E&M Technologies offers competitive salaries, medical benefits, and a 401k plan.

To Apply for this Position:

You must have the listed skills and experience in your resume to be selected for an interview. Send your resume to emtech@eandmtech.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class. U.S. Citizenship is required.