



**Title:** HSEEP Planning Specialist

**Type:** Full Time

**Location:** Marine Corps Air Station Iwakuni, Japan

**Post Date:** August 2017

**Reports To:** ARMADA HQ

**Duties & Responsibilities:**

ARMADA is currently expecting to have an opening for an HSEEP Planning Specialist. This position is contingent upon ARMADA's successful capture of the work. Please note, place of performance for this project is Marine Corps Air Station Iwakuni, Japan. The selected specialist would be expected to relocate for the duration of this contract, which is anticipated to be three years.

This position will support the generation of standard HSEEP products for all exercises identified in the client's triennial exercise plan. Specialist will be develop and implement all required documents within the HSEEP for each exercise coordinated by the client. Specialist shall provide work guidance and over-the-shoulder training to less experience client personnel, provide instruction to client staff regarding HSEEP, develop and conduct scenario based instruction for the HSEEP. Specialist shall also conduct site visits in order to provide realistic exercise objectives, attend and coordinate exercise planning meetings as directed by the Client's operations officer, conduct in-depth research on specific exercise operations, lessons learned, and newly developed tactics, techniques, and procedures used in the development of a MSEL. The Specialist will also conduct a monthly review of client plans to ensure exercise objectives are within the capabilities and limitations of the installation, coordinate annual exercise requirements in order to develop exercise support requirements for higher headquarters approval. Support the Regional Exercise Team and Emergency Management Performance Assurance Team training. Specialist shall support the development of the All Hazards Assessment to facilitate HSEEP requirements and shall refine and update Standard Operating Procedures (SOP) as related to exercise requirements.

**Knowledge, Skills and Abilities (KSAs):**

- Thorough knowledge of the National Response Framework (NRF)
- Ability to multi-task, pay close attention to detail, stay alert and focused, and coordinate and manage electronic security equipment.
- Ability to use computer software applications including, but not limited to Microsoft Word, Excel, PowerPoint, databases and email.
- Must maintain SOFA status eligibility.
- Possess excellent organizational and file management skills and the ability to plan and execute administrative work with little supervision
- Possess excellent oral and written communication skills.
- Ability to work independently with little or no supervision
- Possess excellent typing abilities and the skill to prepare documents accurately with minimal errors.
- Ability to professionally interact with customers, colleagues and command members at all levels; and to foster positive business relationships.

**Minimum Requirements**

- Current or eligible for a U.S. Secret Security Clearance
- Bachelor's Degree in Emergency Management; or 3-5 years' experience in exercise development and conduct
- Completion of HSEEP training required
- Master Exercise Practitioner (MEP) preferred

**Minimum Education:** Bachelor's degree in a related field or 3-5 years' experience in exercise development and conduct.

**Disclaimer:** The above information has been designed to indicate the general nature and level of work to be performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the contractor assigned to this position.

**Applying:** If you feel you have the knowledge, skills and abilities for this position visit our careers page at [www.armadausa.com](http://www.armadausa.com)

Or

Email your resume to [tfoos@armadausa.com](mailto:tfoos@armadausa.com)

**Special Notes:** Relocation, living quarters allowance, vehicle funds and annual round trip travel assistance are available for this opportunity.

ARMADA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. ARMADA complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.