



POSITION DESCRIPTION

Position: Risk Manager

Qualifications:

- Must have 5 years or more of experience in risk management.
- Must be able to perform the following activities with minimal supervision:
 - Assess the vulnerability of critical systems and evaluate the measured risk and constraints.
 - Develop risk management plan and processes.
 - Identify, characterize, assess, and document risks throughout the system's life cycle.
 - Transform risk items into information that can be used to aid decision-making and to validate risk information.
 - Verify/Determine risk classification by performing root cause analysis.
 - Verify/Determine risk probability by considering the likelihood of the risk occurrence.
 - Verify/Determine risk timeframe as the period of time within which the risk is expected to occur.
 - Verify/Determine the risk exposure.
 - Verify/Determine risk severity based upon 1) potential impact of the risk on a project, 2) the probability of occurrence, and 3) the risk timeframe.
 - Develop recommended mitigations and/or contingencies for each identified risk.
 - Track and control mitigation actions to insure that steps of the risk management process are being followed and, as a result, risks are being mitigated and contingency plans are followed as necessary.
 - Conduct post implementation reviews and audits.
- Must be able and willing to work full-time (i.e., 40 hours per week) as an employee of KMS.
- Must be able and willing to travel at least 25% of time. (Travel to any of the 50 states in the U.S. and its territories may be required.)
- Must have an active security clearance.
- Must be a U.S. citizen.
- IT Infrastructure (ITIL) certification or training or experience with Capability Maturity Model Integration (CMMI) Maturity Level (ML) 3 is a plus.

Education: Bachelor's degree (minimum).

Send resume **and the Employment Candidate Questionnaire** on the next page to info@kmscorp.com. Attn: Sharon Graves.



Employment Candidate Questionnaire

Position: Risk Manager

Candidate Name: _____

Date: _____

Qualifications	Yes	No	Employer	Dates of Experience	Comments
Do you have 5 years or more of experience in risk management?					
Do you have experience performing the following activities:					
<ul style="list-style-type: none"> • Assess the vulnerability of critical systems and evaluate the measured risk and constraints? 					
<ul style="list-style-type: none"> • Develop risk management plan and processes? 					
<ul style="list-style-type: none"> • Identify, characterize, assess, and document risks throughout the system's life cycle? 					
<ul style="list-style-type: none"> • Develop recommended mitigations and/or contingencies for each identified risk? 					
<ul style="list-style-type: none"> • Track and control mitigation actions to insure that steps of the risk management process are being followed? 					
<ul style="list-style-type: none"> • Conduct post implementation reviews and audits? 					
Do you have ITIL certification or training?					
Do you have experience with CMMI ML 3?					
Do you have an active security clearance?					
Have you ever been denied a security clearance? If yes, explain.					



Employment Candidate Questionnaire Position: Risk Manager

Qualifications	Yes	No	Employer	Dates of Experience	Comments
Are you able and willing to work full-time (40 hours per week) as a KMS employee?					
Are you able and willing to travel at least 25% of the time to any of the 50 states and U.S. territories?					
Are you a U.S. citizen?					
Education: What is your highest degree?					

Additional Information

Question	Yes	No	Employer	Dates	Comments
Are you currently employed?					
What is your availability if KMS extends an offer of employment?					
What is your current annual salary?					
Please provide three (3) references (name, phone, and email address) who have knowledge of your work experience.					