



TDG Inc. is a Service Disabled Veteran Owned Small Business (SDVOSB) headquartered in Warrenton, VA serving the Federal government with IT Support Services. TDG currently has an opening for a Contingency Planning / Disaster Recovery Analyst - Junior to support one of our clients. TDG is an equal opportunity employer. www.tdginc.com

Contingency Planning / Disaster Recovery Analyst – Junior

What you'll get to do as Contingency Planning / Disaster Recovery Analyst - Junior at TDG:

- Provide support in the development of a government agencies emergency management and business recovery plans:
- Perform business risk assessments; review and develop business recovery strategies
- Draft procedures for identifying failures and invoking contingency plans
- Create response procedures and identifying communications channels
- Communicate with various response teams during testing and actual execution of recovery procedures.
- Support production of Contingency Plan(s), Business Impact Analyses (BIA), and Information System Contingency Plans (ISCP)
- Support the design, development, installation, implementation and administration of backup solutions.
- Make recommendations to the user community and the operations group on system enhancements.

Job Pre-requisites and Required Qualifications:

- **Mandatory:**
 - Must be capable of attaining Government Security Clearance NACL (“Public Trust”).
 - 1-5 Years experience in experience in business recovery or disaster recovery planning required.
 - General knowledge of business processes, management structures, and technology programs/platforms are preferred.
 - Strong verbal and written communications skills.
- **Desired:**
 - A current Government issued CAC. Not Mandatory but helpful in fulfilling the urgency of the requirement.
 - CSAM experience
- Bachelor’s Degree in computer related field
- Security Certifications preferred:
 - Certified Information Systems Security Professional (CISSP)
 - Certified Cloud System Professional (CCSP)
 - Project Management Professional (PMP)
 - Certified Information Security Manager (CISM)
 - Cyber Security Maturity Model Certification (CMMC)
 - Certified Information Systems Auditor (CISA)
 - Certified Authorization Professional (CAP)



Place and Method of Work Performance:

- Candidate will be working 100% remote.
- Candidate will be required to attend virtual meetings utilizing Microsoft Teams.
- Candidate may be required to travel periodically for meetings and/or to obtain and provision appropriate GFE and/or PIV Cards.

This position is a highly visible position interacting with a major Federal Government client at a high level. Communication and writing skills are of paramount importance and the ability to work independent of supervision is critical.

Full Time Position

Salary Range: \$65,000 - \$70,000