



General Position Information

Job Title: 15929 - Executive Project Coordinator - GS-15

Salary Range: \$117,191 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 4/29/2019 – 4/29/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CIO/CIO

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

*** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.***

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:



- Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President and the National Security Council for intelligence matters related to national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible.

The Deputy Director of National Intelligence for Enterprise Capacity (DDNI/EC) is responsible to the DNI for all matters pertaining to IC resources, workforce, systems, technology and infrastructure, with five reporting components: Acquisition, Procurement and Facilities, IC Chief Financial Officer, IC Chief Human Capital Officer, IC Chief Information Officer, and Systems & Resource Analyses.

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Major Duties and Responsibilities (MDRs)

- Responsible for providing or obtaining a variety of management services essential to the direction and operation of an organization. The paramount qualifications required are expert knowledge and understanding of management principles, practices, methods and techniques, and skills in integrating management services with the general management of an organization.
- Provide leadership and/or oversight to complex IT projects or programs that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure alignment with strategic or corporate objectives; lead the definition and review of customer and stakeholder requirements; ensure plans and schedules are developed and followed throughout the life of the project.
- Provide leadership and guidance to the identification and mitigation of project risks by identifying the risk tolerances of senior-level customers and other stakeholders to determine overall



acceptable levels of risk; conduct risk analysis to identify and prioritize risks; characterize threats and opportunities to determine mitigation strategies.

- Initiate and closely manage the coordination and collaboration of all risks to facilitate IC CIO's decisions or recommendations on major or sensitive topics.
- Oversee and manage the planning, management, and coordination of multiple substantive projects for the senior executives handling IT policies and strategies by overseeing the review, research, writing/editing, coordination, and collaboration on time-sensitive information, correspondence, papers, policy, and briefing materials in response to taskings and action items from internal and external sources.
- Oversee the planning, management, and coordination of operational and administrative matters, review and investigate issues, and develop solutions and options; provide leadership to staff in the identification of situations and issues affecting organizational equities and the status of multiple projects.
- Oversee the planning, management, and coordination of strategic and tactical projects; execute action taskings associated with assigned projects and provide project status and reporting.
- Lead the planning, management, and coordination of multiple substantive projects for the IC CIO by overseeing the review, research, writing/editing, coordination, and collaboration on time-sensitive information, correspondence, papers, policy, and briefing materials in response to taskings and action items from internal and external sources.
- Lead the planning, management, and coordination of work activities, assignments, and projects with managers internal to the ODNI and across the IC to ensure their understanding and the effective completion of initiatives and requirements.
- Support the policy and strategy leadership by monitoring incoming memoranda, reports, and requests for information or comment; prioritizing urgent items; and researching items of particular interest.
- Plan, evaluate, monitor, and facilitate the dissemination of sensitive information and documentation and alert leadership regarding issues that impact the office.
- Serve as primary liaison and facilitate effective communications between the designated senior executive and other senior executives, management, and staff, both internal and external to ODNI.
- Plan and manage workflow of issues by continuously adapting schedules based on accurate assessments of criticality, sensitivity, and confidentiality.
- Manage the expectations of senior-level customers and ensure the delivery of quality products and services; lead the examination of project successes and failures and develop solutions to improve products and services.
- Lead, initiate, cultivate, and maintain productive working relationships with senior policymakers across the IC in order to coordinate strategy development activities and evolving requirements and promote the implementation of mission and enterprise objectives.

Mandatory and Educational Requirements



- Expert knowledge of the ODNI, IC agencies' mission, organization, collection and production responsibilities, as well as ODNI and IC administrative policies, procedures, and authorities.
- Expert knowledge of IC information management security guidelines, document storage, and classification guidelines.
- Expert knowledge of mission area daily operational topics, capabilities, and strategic intent, as well as project management concepts and principles.
- Expert knowledge of the rules of governance and project lifecycle methodologies; considerable knowledge of Project Management concepts and principles.
- Superior oral and written communication skills to communicate effectively with key stakeholders throughout the IC and United States Government.
- Superior analytical, critical thinking and problem solving skills, including the superior ability to interpret complex information from multiple sources.
- Superior interpersonal, organizational, and problem-solving skills, including the superior ability to develop working relationships and networks with internal and external managers and staff.
- Superior research, planning, and organization skills, and superior ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.
- Superior ability to work effectively with ODNI leaders in a highly active, fast-paced, and demanding organization.
- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development at all levels of personnel.
- Demonstrated ability to manage competing priorities while maintaining a high level of attention to detail; demonstrated ability to work effectively with ODNI's leaders in a highly active, fast-paced, and demanding organization.

Desired Requirements

None.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.



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- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and perryad@dni.ic.gov (Adriane P.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and



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perryad@dni.ic.gov (*Adriane P.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-1318.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**