



General Position Information

Job Title: IT Project Manager

Position Number: 17186

Position Grade: GS13

Salary Range: \$103,690 – \$134,798 (not applicable for detailees)

Vacancy Open Period: 11/05/2021 – 11/20/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NIU

Duty Location: McLean, Virginia

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

This is an opportunity for:

- An internal candidates to fill a GS-13 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 below may apply.

For a cadre assignment:

- Current ODNI permanent cadre.

For a detailee assignment:

- Current Federal Government employees. (Current GS employees at the same 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.

Component Mission:

The National Intelligence University (NIU) is the Intelligence Community's sole accredited, federal degree-granting institution. NIU advances the intelligence profession through a holistic, integrative, contextual approach to education that promotes dynamic teaching, engaged learning, original research, academic outreach, analytical problem solving, rigorous research methods, collaborative processes, and lifelong learning.

Major Duties and Responsibilities:

Accomplish 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; define and review of customer and stakeholder requirements; follow plans and schedules throughout the life of the project.

Analyze program alternatives.

Communicate project plans and schedules based on a clear understanding of customer requirements and information on project cost, schedule, quality, and performance; estimate costs and resources; implement budget activities and cost estimates for future projects.

Execute and communicate spend plans and assess variances from cost and schedule baseline; implement the reallocation of resources in response to change to project cost, schedule, and quality of deliverables.

Implement project activities and quality assurance by monitoring cost, schedule, and performance, assessing variances from the plan, and the execution of necessary corrective actions; implement project performance reviews and control gates, gather important information, and exercise judgment regarding required next steps; maintain appropriate project documentation.

Mitigate project risks by identifying the risk tolerances 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.

Monitor project teams to ensure project is completed on time, effectively apply team building and coaching techniques, and exchange project or technical information with team members and contractors at formal and informal meetings.

Collaborate with the work of team members; monitor work activities to ensure counterintelligence and security policies and procedures are followed; provide help or assistance to team members or others when needed; communicate needs and requirements to project team members.

Based on assignment, may collaborate with all aspects of contract management and oversight to include leading competitions and contract renewal from beginning to end; serve as the Contractor's principal point of contact for technical management after contract award; direct and coordinate technical and program issues, communicate



objectives, requirements, schedules, estimated costs, budgetary controls, technical aspects of the contract, and the contractor's performance; work closely with the Contracting Officer to assist in contract negotiations.

Mandatory Requirements:

Leads team in the development of systems software aids, user and application programmer on-line environments and operating system conversion and tests.

Coordinates and integrates team efforts with other projects.

Corrects and updates operational procedures and documents necessary to maintain continuity of operations.

Analyzes and evaluates necessary and proposed changes in assigned area. Proposed change may arise from projected changes in applications program requirements, new version of systems or vendor software, or personal analysis of current software deficiencies.

Interprets Agency policy and develops both long and short-range plans which predict conversion or implementation costs, and impact of proposed change on existing software equipment.

Performs feasibility studies to advise Agency management of project advisability, resources needed, possible implications and recommends best course of action.

Identifies hardware, software and data communications problems that challenge first-line trouble-shooting technicians.

Assigns appropriate team member(s) and resources to resolve computer and data communications problems.

Oversees the monitoring of day-to-day activity and performance of various computer systems. Diagnoses systems failures to isolate the source of the problems between equipment, systems software, and applications programs. Initiates a vendor field engineer call when the problem source is traced to hardware.

Modifies code as necessary when error is found to be in the systems software.

Advises applications programmers in debugging applications programs.

Keeps informed of current developments in automated data processing (ADP) and Information Resource Management by studying technical literature, attending and participating in meetings, vendor presentations, and symposia.

Evaluates off-the-shelf support systems software routines/packages in the light of new developments and advises management officials.

Develops, maintains and administers necessary data bases to accurately monitor and report various related activities, including, but not limited to, the storage of magnetic tapes and disks, inventory control of computer system manuals and documentation, facilities access control, and resource accounting.

Prepares and presents briefings to management to effectively communicate technical and complex issues.

Mitigate project risks by identifying the risk tolerance 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



Desired:

Microsoft Windows Server certifications or equivalent knowledge, (ex. MCSA)

Scripting and programming experience.

Web development experience.

Being positive and flexible in response to changing requirements, shifting priorities, and short deadlines.

Key Requirements and How to Apply

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.

For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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.

WHERE TO SUBMIT: Applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).



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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.

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION**



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.