General Position Information

Job Title: IT Program Manager

Position Number: 17440

Position Grade: GS-14

Salary Range: $122,530 - $159,286 (not applicable for detailees)

Vacancy Open Period: 11/04/2021 – 11/20/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DNI/ICCFO/ACTG

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

This is an opportunity for:

- An external candidate to fill a GS - 14 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 of 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:

    o Current ODNI permanent cadre. (Current GS employees at the same grade of the advertised positions grade may apply.)

- o Current Federal Government employees. (Current GS employees at the same grade as the advertised positions grade may apply.)

- o Candidates outside the Federal Government.

- o Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

- For a detailee assignment:

  - o Current Federal Government employees at the same grade of the advertised positions 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.

- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission

The Office of the Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

Major Duties and Responsibilities (MDRs)

Develop project plans and schedules based on a clear understanding of customer requirements and information on project cost, schedules, quality, and performance.

Task government and contractor leads to execute to deliver the next generation Intelligence Community Financial and Resource Management System.

Assist IC-CFO analytic capabilities & technology leadership to refine requirements governance.

Assist IC-CFO leadership to formulate and execute the budget for the next generation Intelligence Community Financial and Resource Management System.

Assist IC-CFO leadership with strategies for future projects.

Participate in analytic capabilities & technology, and ODNI Governance processes.

Manage and monitor AWS platforms in both JWICS (C2S), SIPR and unclassified environments.

Work with project leads to establish Program Management Reviews.

Provide oversight to the successful execution of spend plans and assess variances from cost and schedule baseline. Oversee the reallocation of resources in response to change considering impact to project cost, schedule, and quality of deliverables.

Lead or engage in the development, improvement, and implementation of financial management policies and guidelines and establish performance metrics against priorities, policies, and objectives.

Mandatory and Educational Requirements

Extensive experience working on complex IT projects.

Knowledge and ability to manage risk management process.

Demonstrated ability to develop or implement information systems security plans and procedures.

Extensive project management, analytic, and critical thinking skills, including the ability to conduct project and management assessments, identify needs and requirements, and develop non-linear process improvement recommendations for implementation across the IC.

Experience with Commercial Cloud Services (C2S).

Ability to communicate with technical and executive audiences on a wide range of topics.

Demonstrated ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.

Demonstrated interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment and to lead and mentor junior and senior colleagues.

Extensive knowledge of the concepts, principles, practices, laws, and regulations of financial management, budgeting, accounting, or auditing sufficient to conduct difficult assignments involving interfaces and inter-relationships between and among programs, systems, functions, policies, and various issues and relationships between the IC and ODNI organizational elements, the Office of Management and Budget (OMB) and the Congress.

DAWIA Level III Certification or Equivalency to Project Management Professional (PMP) Certification.

Desired Requirements

Experience: Previous successful large scale assignments in financial and resource management area and thorough knowledge of the Congressional budget cycle.

Education: Bachelor's degree, preferably in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

a. **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.

b. **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.

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: *Internal ODNI Cadre Candidates <u>must</u> 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_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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

External Candidates:

Key Requirements:

- U.S. Citizenship.

- Successful completion of CI polygraph and background investigation.

- Successful completion of an ODNI medical screening.

- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

a. **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.

b. **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.

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.

e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.

f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates must submit an application through the www.intelligencecareers.gov*. All attachments should be in Microsoft Word or Adobe PDF format.

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 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: *Applicants from within the IC <u>must</u> submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamA@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.

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 703-275-3799.

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: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: http://www.opm.gov/insure/health/index.asp

- Life Insurance: http://www.opm.gov/insure/life/index.asp

- Long-Term Care Insurance: http://www.ltcfeds.com

- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): http://www.opm.gov/retire/index.asp If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.

- Annual and Sick Leave: http://www.opm.gov/oca/leave/index.asp

- Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsafeds.com/fsafeds/index.asp

- Paid Federal Holidays

- Alternative Work Schedules

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 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.**