



## General Position Information

**Job Title:** 18432 - Financial Manager - GS-14

**Salary Range:** \$96,970 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 11/27/2018-12/6/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/FO

**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 internal 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 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 mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

### **Major Duties and Responsibilities (MDRs)**

- Operating under the strategic direction and guidance of the NCSC Business Executive, the incumbent will provide a range of resource and analytic functions to support NCSC operations including:
- Budget formulation for effective out-year planning to align resources to achieve NCSC strategic priorities.
- Budget execution to develop and execute the annual spend plan, including working with NCSC directorates to develop and fund requirements via requisitions (BCRs) for goods and services, Memoranda of Understanding (MOUs), Customer Service Agreements (CSAs), task order funding, Service Level Agreements (SLAs), and other mechanisms.
- Resource reporting to NCSC leadership and external stakeholders (primarily CFE and CFO) to document status of NCSC execution against established plans.
- Developing financial management policies and guidelines and establishing performance metrics against priorities, policies, and objectives.
- Internal collaboration and engagement with directorate senior leadership and subject matter experts to support appropriate oversight and execution of directorate programs and activities.
- External engagement with the ODNI Chief Financial Executive on financial management issues; participating in IC-wide financial management working groups, committees, or meetings.
- The incumbent will serve as part of the Business Executive team and work across NCSC, a national center dedicated to advancing CI and security excellence. In the process of executing his/her duties, the



incumbent will learn about the CI and security mission, current challenges, and be part of the national effort to counter adversarial intelligence threats.

- Training will be provided on ODNI and NCSC systems and a broader training plan will be developed with the incumbent to support achievement of his/her career aspirations.

## **Mandatory and Educational Requirements**

- Demonstrated ability to plan, prepare, justify, administer, analyze, forecast, and monitor budget/financial information to ensure cost-effective support of organizations and programs, including conducting budget/financial data analysis and assessing financial conditions by applying financial principles, policies, methods, techniques, and systems.
- Demonstrated ability to substantially assess enterprise-wide organizational processes and programs to develop, recommend, and implement budgetary and financial policies and agreements.
- Strong organizational and interpersonal skills, and demonstrated ability to negotiate, build consensus, and work effectively and independently in a team or collaborative environment.
- Solid representational, oral, and written communication skills, including the demonstrated ability to produce clear, logical, and concise products.

## **Desired Requirements**

- Prior experience as a COTR is desired, but not required.
- Financial management certifications such as the Certified Government Financial Manager (CGFM), Certified Defense Financial Manager (CDFM), DOD Financial Management Certification, and/or the DAWIA Business-Financial Management certification are a plus, but not required.
- Past experience working in the CI or security mission space is desirable but not required.

## **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 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: Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [scotjor@dni.ic.gov](mailto:scotjor@dni.ic.gov) (Jordan S.) 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 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.
- 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: Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [scotjor@dni.ic.gov](mailto:scotjor@dni.ic.gov) (Jordan S.) 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.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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

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 301-243-9042.

## **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: 301-243-9042; Email: [Recruitment\\_TeamB@dni.gov](mailto: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](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**