



## General Position Information

**Job Title:** IT Project Manager

**Position Number:** 18903

**Position Grade:** GS14

**Salary Range:** \$103,690 - \$159,286 (not applicable for detailees)

**Vacancy Open Period:** 11/19/2021 – 12/17/2021

**Position Type:** Cadre, Detailee

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

**Division:** DNI/SC

**Duty Location:** McLean, VA

**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

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or up to 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 Office of Strategic Communications is the trusted voice of the ODNI. We are transforming the way the ODNI engages with the public, the media, and the workforce while investing in every one of our employees. We tell today's intelligence stories to support tomorrow's mission. The Office of Strategic Communications is charged with positioning the IC for the future through consistent and focused messaging and engagement that clearly communicates the vision, mission and direction of the IC over the next 5-10 years.

The IC's mission is the subject of Hollywood movies, drama series, and front page news. This position gives you the chance to do what all of those producers, writers, and journalists wish they could – tell the IC story from the inside. We are seeking creative, dynamic and forward thinking communications officers to develop and deliver communications to a wide range of internal and external stakeholders.

## Major Duties and Responsibilities (MDRs)

The Strategic Communications IT Project Manager works across the Office of Strategic Communications and across the ODNI to ensure that the technical needs of SC are met. The IT Project Manager takes direction from SC leadership and addresses projects that are assigned. The IT Project Manager is expected to work across the organization to lead projects to completion. The SC IT Project Manager is also expected to be proactive and address concerns as they arise if not before they arise. The IT Project Manager is a leader in Strategic Communications and is expected to represent the organization in a manner that reflects positively on the organization.

Independently manage, lead, and/or oversee 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.

Works with SC personnel and management to address and resolve technical issues that impact their ability to carry out SC mission goals. Leads efforts to resolve those issue and ensure that SC personnel have the technical means to carry out their duties.

Ensures that SC has the tools required to be successful. Research and evaluate new technologies, trends and industry best practices to determine if they can be used to advance the SC mission.

Coordinate or lead functional teams to analyze potential program requirements, refine program requirements, develop analysis of program alternatives, and continuously coordinate with users to determine appropriate interpretation.



Recognize identified program needs to inform and begin the requirements validation process.

Prepare, justify, and/or administer budgets and monitor expenditures for program areas.

Develop and maintain ongoing working relationships and expectations with customers, stakeholders, users, and decision authorities throughout the program life cycle.

Ensure mission assurance (e.g. quality, maintainability, affordability, supportability, and training) for products and/or services throughout the life cycle.

Develop and communicate project plans and schedules based on a clear understanding of customer requirements and information on project scope, cost, schedule, quality and performance; provide expert oversight of cost and resource estimates; participate in budget planning activities and develop cost estimating strategies for future projects.

Manage and lead project implementation and quality assurance by effectively evaluating and monitoring cost, schedule and performance assessing variances from the plan, and overseeing the execution of necessary corrective actions; lead project performance reviews and control gates, gather important information, and make authoritative decisions about required follow-on steps; oversee the development and maintenance of appropriate project documentation.

Plan, manage, and 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.

Based on assignment, may lead all aspects of contract management and oversight to include leading competitions and contract renewal from beginning to end; work closely with mission customers, organize action management, and the Contracting Office (CO); serve as the Contractor's principal point of contact for technical management after contract award; direct and coordinate technical and program issues, establishes objectives, develop requirements, establish schedules, estimate costs, develop budgetary controls, monitor technical aspects of the contract, and monitor the contractor's performance; work closely with the CO to assist contract negotiations, including determining viable options for cost.

## **Mandatory and Educational Requirements**

Knowledge, Skills, and Abilities:

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

Extensive experience in providing leadership, oversight, and guidance to the effective management of complex projects, in managing and mitigating risks, assessing customer requirements, identifying dependencies, and developing responsive project plans; in estimating costs and other resources using quantitative analysis to price requirements.

Demonstrated ability to balance responsibilities among project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.



Considerable knowledge of Project Management concepts and principles including knowledge of the rules of governance and project lifecycle methodologies.

Demonstrated ability to listen to, clarify, and to 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 ability to choose an approach, develop solutions, and take action consistent with IC values, available facts, constraints, and probable consequences.

Demonstrated ability to perform thorough work and conscientious about attending to detail.

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

Demonstrated experience successfully managing a portfolio of projects and programs to meet an organizations strategic objectives.

Extensive understanding of the organization's financial processes. Prepares, justifies, and administers the project/program budget. Demonstrated ability to oversee procurement and contracting to achieve desired results; monitor expenditures and analyze cost-benefits to set priorities.

Active COTR Level I certification.

Two years of project or program management experience within the last five years.

Excellent oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise courses of action.

Knowledge and familiarity of the IC missions, disciplines and functions.

TS/SCI security clearance required.

## **Desired Requirements**

Desired Knowledge, Skills, and Abilities:

COTR Level II Certification.

Project Management Professional certification.

Demonstrated understanding of Federal Appropriations Law.

Demonstrated experience writing statements of work (SOW)

## **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 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\\_COO\\_HRM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@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.

#### **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 must 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 (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; 703-275-3799; Email: Recruitment\_TeamA@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\_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 EEO 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.**