



GENERAL POSITION INFORMATION

Job Title: 22534 – Executive Project Coordinator - GS-13

Salary Range: \$77,490 - \$119,794

Vacancy Open Period: 11/29/2016 – 12/14/2016

Position Type: Permanent and Detail

Who May Apply: Internal ODNI Candidates and Detailee

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Job Interview Travel: Not Authorized

Relocation Authorized: Not Authorized

POSITION INFORMATION:

This is an opportunity for a current ODNI cadre officer to fill a GS-13 permanent position or for a Federal Government employee to serve on a 2-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

The selected candidate will be detailed to the position at his or her current grade and salary.

Who May Apply:

- Current ODNI permanent and staff reserve employees
- Current Federal Government Employees (on a detail assignment)

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

The ODNI uses a rank-in-person system in which rank is attached to the individual. Assignment of the selected candidate will be made to the position at the employee's current GS grade and salary. Promotion for all GS permanent employees will be considered at an annual Career Advisory Board.

COMPONENT'S MISSION:

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

MAJOR DUTIES AND RESPONSIBILITIES:



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- Knowledge of office management and administrative functions involving security, logistics, facilities, contracts, COOP/COG and Emergency management procedures and systems - to include knowledge of administrative regulations and policies;
- Monitor and facilitate the dissemination of sensitive information and documentation and alert leadership regarding issues that impact the office;
- Extensive knowledge of organizational protocol policies and procedures and of quality assurance procedures to ensure data integrity and timeliness; extensive knowledge of filing and records management systems and practices;
- Demonstrated interpersonal, organizational, and problem-solving skills, including the demonstrated ability to develop positive working relationships and networks with internal and external senior leaders, managers and staff while managing competing priorities and maintaining a high level of attention to detail;
- Extensive knowledge and skill in the application of office support computer applications for word processing, spreadsheets, presentations, administrative applications (e.g., travel/accounting/etc.), e-mail, calendars, and databases storage/retrieval;
- Manage and coordinate tasking responses, work activities, assignments, and projects internal to the organization, within the ODNI, and across the IC, ensuring the effective completion of initiatives and requirements;
- Liaise and maintain effective working relationships with NCSC Directorates and within the organization to address issues that span multiple mission or program areas;
- Maintain situational awareness of office processes and procedures; ensure management and staff are kept abreast of emerging developments

MANDATORY REQUIREMENTS:

- Excellent organizational skills, tactical planning skills, and critical thinking ability in order to implement tasks with resourcefulness and creativity;
- Demonstrated ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail;
- Ability to coordinate, network, and communicate across the NCSC, ODNI, IC and U.S. Government agencies;
- Excellent oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels;
- Ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels across the Center;
- Ability to work with effectively with senior leaders in a fast-paced environment

HOW YOU WILL BE EVALUATED:



Applicants are encouraged to carefully review the vacancy announcement and required KSAs and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

HOW TO APPLY:

A complete application must include the following:

Internal ODNI Candidates:

- a. **RESUME:** All applicants must submit a resume addressing the MDRs, Mandatory and Desired Position Requirements.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package 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:** A separate document that acts as a supplement to the resume to provide details on the level and complexity of previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mitcjoy@dni.ic.gov (Joy G. Mitchell) and mccreaz@cia.ic.gov (Zina M. McCreary) 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.

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

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. Must have current TS/SCI with polygraph or have the ability to obtain one. DNI does not provide polygraphs or 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 written endorsement, concurring on the detail, from their employing agency. If approved to apply for the ODNI detail assignment, they must include the following in their application package:

- a. **RESUME:** All applicants must submit a resume addressing the MDRs, Mandatory and Desired Position Requirements.



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- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- c. **ENDORSEMENT:** Employing element nomination/endorsement concurring on the detail.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CLEARANCE:** Must have a current TS/SCI with polygraph or have the ability to obtain one. DNI does not provide polygraphs or security clearances for detailees.
- f. **SF-50:** Include a copy of the most recent SF-50.
- g. **COVER LETTER:** A separate document that acts as a supplement to the resume to provide details on the level and complexity of previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mitcjoy@dni.ic.gov (Joy G. Mitchell) and mccreaz@cia.ic.gov (Zina M. McCreary) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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 Team A; Phone: 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.



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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-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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 BELOW.**