



## General Position Information

**Job Title:** Diversity Research Program Manager

**Position Number:** DEI02

**Position Grade:** GS-14

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

**Vacancy Open Period:** 11/12/2021 – 11/27/2021

**Position Type:** Cadre, Detailee

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

**Division:** DNI/IC DEI

**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 candidates 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 up to one 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 or up to one grade below 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 IC Diversity, Equity, and Inclusion (DEI) Office reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a diverse and inclusive workforce and to ensure that equity is a core part of management and policy-making processes. The IC DEI Office will develop policies and programs, and provide guidance and consultation that impact the representation of women, minorities, and persons with disabilities.

## **Major Duties and Responsibilities:**

Develop and Implement all aspects of Diversity study efforts to include project conceptualization, design and development, coordination, project assignment, funding procurement/allocation, management, analysis, publication and briefing.

Lead the analysis and development of IC-wide diversity and inclusion statistics to produce reports for IC senior leadership with the status of IC DEI throughout the IC.

Lead planning, developing, and presenting expert, authoritative written and oral briefings to senior-level customers on significant and complex IC DEI issues; explain programs and issues to non-expert customers and tailor programs, methods, and products to ensure alignment with customer needs.

Ensure program management for all phases of a program, to include research, testing, integration, demonstration, and evaluation of the capabilities developed during the program.

Develop background papers, presentations, and related program materials to senior leaders.

## **Mandatory and Educational Requirements:**

Demonstrated ability to lead research teams and working groups comprised of government and contract personnel.

Demonstrated oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products that meet the needs of diverse audiences with different perspectives and objectives.

Demonstrated interpersonal skills; demonstrated by building and fostering relationships and networks within the IC.

Demonstrated programmatic knowledge by an ability to articulate a program plan with clear and measurable milestones and metrics.

Extensive knowledge of the IC mission, objectives, policies; especially efforts related to either human capital, diversity, equity and inclusion mission.

Demonstrated ability to work effectively with cross-IC teams; build and sustain professional relationships and exert influence effectively at all levels within and across organizations; superior ability to lead cross-IC DEI team initiatives and encourage information sharing.

Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on programs and issues; superior use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.



Advanced degree that requires knowledge and skills in conducting empirically-based research projects.

## **Desired Requirements:**

Extensive knowledge of program management, analytic, and critical thinking skills, including a superior ability to conduct program assessments, identify needs and requirements, and develop recommendations for the successful implementation of Diversity and Inclusion programs.

Familiarity with high-risk, high-payoff research, as well as technical and programmatic integrity, by: providing answers to the Heilmeier questions; establishing a sound process for selection of performers; demonstrating the quality and significance of research outputs; using robust independent assessments to evaluate programs; and fully documenting all results.

One year experience equivalent to at least full performance proficiency level.

Ph.D. or equivalent (Master's degree plus three years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. equivalent to a doctoral degree or equivalent) in technical field.

## **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 (classified email system) or Recruitment\_TeamB@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 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 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:** Applications should be sent to either DNI-HR-HRM-TEAMB-MAILBOX@CIA.IC. (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.

## 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](mailto: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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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 REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**