



General Position Information

Job Title: Senior Procurement Analyst

Position Number: EC073

Position Grade: GS-14

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

Vacancy Open Period: 11/17/2021 – 12/2/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/PC/APF

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 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.

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 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Major Duties and Responsibilities:

Plan, develop, and implement effective Intelligence Community (IC) contracting and procurement policies, procedures, and guidance that results in the effective procurement of Major Systems Acquisitions, services, supplies, and research and development.

Plan and conduct key IC National Intelligence Program (NIP) procurements, providing recommendations and making decisions about funding, contracting methods, contract types, source competence, source selection, delivery, and contract administration for individual contracts.

Support the creation of a procurement strategy and concept development initiative for the purposes of bringing agile acquisition practices to the IC community.

Support and integrate functional teams to analyze potential contract requirements and refine contract processes and continuously coordinate with users to determine appropriate interpretation.

Support outreach initiatives to strengthen the IC contracting workforce

Support preparation, justification, and/or administration of budgets and monitor expenditures for program areas.

Support planning, organization, staffing and monitoring of specific acquisition programs and contracts to ensure they meet cost, schedule, and performance requirements throughout the life cycle and maintain accountability for accurate and credible cost, schedule, and performance reporting.

Support establishment of a risk management approach to ensure program & contract success.

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

Support oversight, monitoring and approval of the technical strategy against requirements.

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



Mandatory Requirements:

Knowledgeable about the roles and missions of enterprise (e.g., element, agency, department, IC) and other external factors. Ability to perceive organizational and political reality and expert understanding of how actions by one entity affect others to identify practical solutions for enterprise mission accomplishment.

Understanding of the requirements definition process and the creation of program documentation and RFP packages.

Familiarity with the Analysis of Alternatives process and the exploration and identification of new technologies and capabilities associated with program acquisition process.

Knowledge of aligning contracts with strategic goals.

Working level understanding of the organization's financial processes. Ability to oversee procurement and contracting to achieve desired results; monitor expenditures and analyze cost-benefits to set priorities.

Ability to develop collaborative information and knowledge of sharing networks and building alliances with colleagues and counterparts within and/or across the organization, the IC, other government/private organizations, or professional/technical disciplines to achieve organizational outcomes.

Ability to persuade others, builds consensus through give and take, and gains cooperation from others to obtain information and accomplish goals.

Ability to develop and maintain effective working relationships, especially in difficult situations (e.g. when defending or critiquing a position). Superior ability to demonstrate and foster respect, understanding, courtesy, tact, and empathy. Considers varied cultural backgrounds, work experience, and organizational roles in working with others.

Ability to develop new insights into situations and applies innovative solutions to problems and to improve processes. Designs new methods and tools where established methods and procedures are inapplicable, unavailable, or ineffective.

Ability to identify and understand issues, problems, different sources throughout the IC and external agencies to draw conclusions. Ability to choose an approach, develop solutions, and take action consistent with IC values, available facts, constraints, and probable consequences.

Understanding of the interrelationships among organizations and components of the IC. Understanding of how one's own work impacts, and is impacted by the mission and operations of IC organizations and components, and uses this information to maximize contribution to mission accomplishment.

Ability to identify and use principles, rules, and relationships to construct arguments or interpret facts, data, or other information. Ability to dissect problems into meaningful parts and uses logic and judgment to determine accuracy and relevance of data. Superior ability to identify and reconcile gaps, uncertainties, and key assumptions of data. Ability to integrate evidence/information, evaluates and prioritizes alternatives, and assesses similarities and differences in data to develop findings and conclusions. Understanding of potential implications of these findings or conclusions.

Ability to use experiences and challenges as opportunities to improve and become more effective. Pursues assignments and other developmental opportunities to stretch skills and to further professional growth. Ability to improve the capacity of others and the organization through mentoring, coaching, and knowledge sharing.



Ability to identify, interpret, comply, and with and stay current on relevant regulations, guidelines, laws, and directives.

Desired Requirements

Experience: Managing acquisition contracts.

Education:

Bachelor's degree.

Certifications/Licenses:

Contracting Level III DAWIA or FAC-C certification.

Key Requirements and How to Apply

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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (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.

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.



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

- 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.gov (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.

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

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 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.**