



General Position Information

Job Title: PB692 – ODNI Financial Executive – SNIS Executive Tier 2

Salary Range: \$N/A - \$N/A (not applicable for detailees)

Vacancy Open Period: 03/18/2020 – 04/2/2020

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: COO/COO

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 SNIS cadre position.

Who May Apply

Only Senior Service candidates may apply.

For a cadre assignment:

- Current ODNI permanent cadre.

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 Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.



The office of the ODNI CFE oversees the management of the ODNI budget, and advises the PDDNI and COO on all ODNI resource, procurement, and financial matters. The CFE implements and aligns program/budget decisions and ensures funds are legally executed. The CFE is responsible for financial operations that include accounting, audits, financial statements, and internal controls. The CFE exercises the DNI and Director, CIA procurement authorities for contract and procurement activities.

Major Duties and Responsibilities (MDRs)

Serve as the senior advisor to the Chief Operating Officer and the Principal Deputy Director of National Intelligence on all matters related to the financial management, acquisition management and fiscal accounting which enable the ODNI Directorates, Centers, and Advisor offices.

Lead and manager a professional staff in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans.

Perform personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.

Provide strategic leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder requirements, support development of investment plans, and ensure development of business cases spanning multiple Intelligence Community organizations in order to meet stakeholder requirements.

Oversee the financial and budgetary management for all ODNI and oversee execution of the ODNI budget.

Manage the ODNI Contracting Officer Technical Representatives (COTRs) training and certification program to ensure ODNI contracting resources are managed properly and in accordance with FAR requirements.

Manage, lead and develop standard operating procedures and operational guidance in furtherance of DNI and directorate goals and objectives.

Manage, lead and develop dynamic and long-term planning efforts in the current and anticipated planning structure.

Mandatory and Educational Requirements

Expert knowledge and understanding of Federal and IC budget policies, authorizations, and appropriations processes and procedures.

Demonstrated experience of IC financial and business planning processes and ability to formulate, defend, and implement ODNI programs and budgets.

Extensive knowledge of analytic, diagnostic, and qualitative techniques sufficient to identify, evaluate, and recommend appropriate solutions to resolve the most complex financial matters.

Comprehensive knowledge of the ODNI mission, objectives, policies and current events.

Exemplary problem solving skills and ability to identify problems and implement corrective processes.



Demonstrated experience and skill in communicating, negotiating, and advocating a position or solution involving innovative acquisition management or related programs for a major organization involving internal and external customers.

Significant experience leading strategic planning, managing, and directing the successful efforts of a large government or private organization.

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.

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_TM_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. Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and mccreaz@dni.ic.gov (*Zina M.*) in lieu of the group address above.

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.



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

Agency Contact Information

ODNI Recruitment; 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.

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 703-275-3799 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 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.**