



General Position Information

Job Title: PF284 - Project Management (IC Enterprise Architecture Compliance Officer) - GS-15

Salary Range: \$137,849 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 5/09/2019 – 5/30/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CIO/CIO

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 candidate to fill a GS-15 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 as the advertised position grade may apply.

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 as 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 Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President and the National Security Council for intelligence matters related to national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible.

The Deputy Director of National Intelligence for Enterprise Capacity (DDNI/EC) is responsible to the DNI for all matters pertaining to IC resources, workforce, systems, technology and infrastructure, with five reporting components: Acquisition, Procurement and Facilities, IC Chief Financial Officer, IC Chief Human Capital Officer, IC Chief Information Officer, and Systems & Resource Analyses.

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Major Duties and Responsibilities (MDRs)

- Provide leadership and/or "light touch" oversight focused on IC-wide safe, secure, and compliant capabilities throughout the development and execution of the IC IE through a well-defined IC EA Compliance Strategy that includes an EA Compliance Framework and an outcome driven EA Compliance Assessment Process.
- Provide IC CIO leadership by building and expanding trusted partnerships/relationships with IC Elements and Service Providers to achieve the desired mission outcome focused on what is achievable now and thinking in future terms of what could be achievable tomorrow within the whole of the IC in a federated environment.
- Provide leadership and/or oversight to 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.
- Develop analysis of program alternatives.



- Discover IC, DoD, and allied partners' IT impediments and implement innovative IC ITE-based remedies by directly engaging with stakeholders, enabling the Mission Ecosystem, and advocating for required IC ITE service changes to meet stakeholder needs.
- Assist and support the operations of mission campaigns by identifying and helping to resolve impediments to success.
- Promote value, availability, and relevancy to mission users.
- Manage the expectations of senior-level customers and ensure the delivery of quality products and services; lead the examination of project successes and failures and develop solutions to improve products and services.
- Provide leadership and guidance to the identification and mitigation of project risks by identifying the risk tolerances of senior-level 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.
- Lead project teams to ensure project is completed on time, effectively apply team building and coaching techniques, and exchange project or technical information with team members and contractors at formal and informal meetings.
- Oversee the work of team members; monitor work activities to ensure counterintelligence and security policies and procedures are followed; provide help or assistance to team members or others when needed; communicate needs and requirements to project team members.

Mandatory and Educational Requirements

- Superior ability to balance responsibilities among project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.
- Expert knowledge of the rules of governance and project lifecycle methodologies; considerable knowledge of Project Management concepts and principles.
- One year of specialized experience at the next lower GS-grade (or equivalent). IT related experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT Certification). IT- related experience demonstrating each of the four competencies (Attention to Detail, Customer Service, Oral Communication, and Problem Solving).
- Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

Desired Requirements

- Experience: Four years of program or project management experience, shall include one year of experience in federal programs and project, within the last ten years. The one year on Federal programs can either be as Federal civilian or member of industry.



- Certifications/Licenses: FAC-C P/PM or equivalent PM certification; DOD Level III PM certification.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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: WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and perryad@dni.ic.gov (Adriane P.) 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.

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:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- 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.
- 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.



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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

- 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.

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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

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_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation



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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.**