



## General Position Information

**Job Title:** 12475 - Enterprise License Coordinator - GS-15

**Salary Range:** \$117,191 - \$166,500 (not applicable for detailees)

**Vacancy Open Period:** 8/9/2019 – 8/9/2020

**Position Type:** Cadre, Detailee

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

**Division:** CIO/SP

**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

**\*\*\* OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\***

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 or one grade lower than 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 or one grade lower than 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.

The Intelligence Community (IC) Chief Information Office is responsible for advancing the Intelligence Community's mission by driving secure collaboration, integration, and information sharing; identifying and addressing information enterprise risks; and providing strategic leadership and oversight of the Intelligence Community's enterprise architecture and enterprise information technology.

## Major Duties and Responsibilities (MDRs)

- Position Summary. On behalf of ADNI/IC CIO, the position supports the IC CIO and the Service Domain Division in coordination and delivery of enterprise capability acquisition and delivery. This includes providing strategic advice on enterprise software requirements in coordination with ODNI APF and IC stakeholders and working with these same stakeholders to ensure optimal acquisition and delivery for the enterprise. The enterprise software area is cross cutting and critical to IC ITE and modernization of the larger IE. It is key to transformation in areas such as cloud technologies and operations, cybersecurity and also foundational the IC's strategic priorities in modernizing data management and augmenting intelligence with machines. As an expert in technology, enterprise management, and/or IC planning and acquisition, the position will drive the transformation and protection of the greater IC IE.
- Lead. The individual will lead informally and drive capability and requirements identification, acquisition and delivery with ODNI and IC stakeholders. As part of the IC CIO team, this individual will foster a culture of excellence while proactively and collaboratively identifying and addressing mission challenges. As a leader within the Enterprise Capacity Directorate, the individual works with the IC CIO team and closely with ODNI APF and senior leadership to move enterprise software solutions forward and lead the IC to future mission success.



- **Analyze.** Work with ODNI and IC stakeholders on enterprise capability analysis, to include dependencies, cost, schedule, performance, mission impact for enterprise software needs. With key ODNI and IC partners, this individual will identify the best mix of planning, strategy and investments to support DNI priorities and IC ITE mission objectives, assesses relevant factors, and recommends courses of action.
- **Coordinate.** Drive requirements, analysis and implementation of high-priority efforts, working in concert with other IC CIO divisions, ODNI components (especially ODNI APF), IT Service Providers and procurement or contracting staffs, and IC element partners. This individual leads or directly supports senior-level engagement to secure authoritative positions on enterprise issues; orchestrates reconciliation of opposing views; and manages the implementation of enterprise-level, executive decisions.
- **Monitor.** Oversee software capability planning, delivery and implementation to ensure capability performance, funding, risk management and alignment with the DNI's strategy for IC IE. This individual can also recommend capability continuation, modification, or termination based on these activities.
- **Evaluate.** Measure capabilities against established objectives to assess progress against the DNI's goals. Evaluations will be done in collaboration with key stakeholders and recommend adjustments to mitigate strategic risks, funding shortfalls, and capability gaps.

## **Mandatory and Educational Requirements**

- Extensive knowledge of the IC, to include IC elements' IT organizations (e.g., CIO).
- Expert knowledge of IT and/or software acquisition and procurement.
- Extensive knowledge and experience in IC IE policies, standards, priorities, and requirements.
- Excellent oral and written communication skills
- Excellent interpersonal and networking skills, for effectively creating, leading, and participating in collaborative environments.
- Demonstrated analytical and critical thinking skills, including ability to think strategically and evaluate the efficacy of capabilities

## **Desired Requirements**

### Experience:

- Seven to Ten years of experience leading software or IT acquisition efforts in government or private organization/industry.

### Education:

- Master degree desired but not required; Bachelor's degree or equivalent experience minimum as determined by mission specialty area.



## 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:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.) and [majettm@cia.ic.gov](mailto:majettm@cia.ic.gov) (Maya M.) 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:

- 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.



# 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

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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.

**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 703-275-3799 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.**