



General Position Information

Job Title: 16064 - Program Manager - GS-15

Salary Range: \$96,970 - \$164,200

Vacancy Open Period: 03/13/2019 -03/13/2020

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: CIO/SP

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

*****This is an opportunity for a SNIS Professional Tier 1 staff reserve position in the ODNI. Staff reserve appointments are time-limited appointments made for a period of up to 3 years, with a possible extension up to 2 additional years.*****

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade 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 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, the National Security Council, and the Homeland Security Council for intelligence matters related to the 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 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)

- Lead team in the planning, coordination, and organization of all essential information and materials to assist Senior Executives in the execution of daily mission objectives.
- Demonstrated ability to manage and direct multiple taskings, make key contributions to group efforts, and exercise appropriate leadership and initiative.
- Demonstrated experience producing concise analytic summaries, talking points, and ability to clearly communicate in person to small groups.
- Ability to work effectively as part of a team with daily and other regular tasks to meet component needs.
- Strong organization skills, sound judgment, flexibility and the ability to work under pressure adapting to rapidly changing work requirements and priorities.
- Excellent and demonstrated written and oral communication skills, with demonstrated experience communicating effectively with audiences of varying seniority and expertise and differing perspectives and objectives.
- Plan, promote, and share information and knowledge within ODNI, across the IC, and with other government agencies, and in doing so, effectively recognize, value, build, and leverage diverse and collaborative networks within these organizations.
- Plan, develop, and present briefing papers, meeting guidance, and other related information on partner information sharing issues, partner relationships, and policies for senior leaders.
- Demonstrated ability to develop effective plans for complex interagency projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully completed.
- Demonstrated interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment.
- Demonstrated ability to listen to clarify and convey understanding of others' ideas, comments, and questions as well as demonstrated ability to integrate and build upon diverse opinions in a manner that encourages the development of integrated solutions and way ahead strategies.
- Demonstrated ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

Mandatory and Educational Requirements

- Lead team in the planning, coordination, and organization of all essential information and materials to assist Senior Executives in the execution of daily mission objectives.



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Desired Requirements

- Demonstrated effective leadership, management, interpersonal, and team-building skills; ability to guide and lead others in project and programmatic activities.
- Extensive knowledge of and experience with programmatic and financial management, strategic planning, and performance management.
- Demonstrated ability to apply analytic, quantitative, and qualitative techniques to analyze, evaluate, and recommend appropriate alternatives to complex issues.
- Demonstrated organizational and interpersonal skills, and demonstrated ability to negotiate establish IC-wide teams, and effectively and independently manage in a team or collaborative environment.
- Demonstrated ability to work effectively with senior leadership to build consensus on contentious issues and to foster a collaborative work environment across the ODNI, IC and mission partners.
- Demonstrated ability to balance responsibilities among program/project activities; demonstrated ability to manage transitions effectively from task to task, adapting to varying customer needs.



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 (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.

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 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.**