



General Position Information

Job Title: 17362 - Deputy ODNI Chief Information Officer - SNIS Professional Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 02/04/2019 – 02/19/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: MSD/IT

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 Professional Tier 1 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

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. Highly qualified GS-15s 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. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. Highly qualified GS-15s employees 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 Mission Support Division (MSD) provides its customers with a full range of support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. MSD staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on cost value. MSD services include Human Resources, Information Management, Information Technology and Infrastructure, National Intelligence Emergency Management Activity, Security, Counterintelligence, and Facilities Management. To achieve efficiency, MSD also brokers support from other agencies for additional services, including logistics, travel and medical support. To ensure ODNI customer satisfaction, MSD conducts performance management and quality assurance reviews for each business area.

Major Duties and Responsibilities (MDRs)

- The ODNI's Chief Information Officer seeks a highly-energetic and change-oriented leader to serve as the Deputy Chief Information Officer and help redefine IT services within the ODNI. The Deputy CIO will work with the CIO to:
- Serve as senior stakeholder for IT-related transformation projects and key initiatives -- such as the integration of IT services across the ODNI components, migration of applications to the IC Cloud, and forging a unified and integrated ODNI IT strategy -- with a view to optimizing ODNI IT for efficiency, effectiveness, and security;
- Develop and leverage a strong working relationship across all ODNI components, as well as serving as a focal point for IT Service Providers, ensuring optimal delivery of IT Services to the ODNI;
- Provide direction, guidance and set overarching organizational priorities to a diverse staff of more than three dozen staff/contract officers and more than 300 IT staff/contract professionals;
- Provide personnel management and employee development (i.e., evaluate the performance and skills of subordinates, provide actionable feedback, review training and career development plans, etc.);
- Understand and influence IC IT direction on behalf of the ODNI, share the role of ODNI representative to IC boards, and interpret and communicate across the ODNI the actions of the IC member agencies as they affect the future direction of ODNI IT;
- Review, formulate, and update policy documents, monitoring the relevance and efficacy of policies that impact the ODNI's information services;
- The successful candidate is expected to be a highly motivated officer with broad experiences in personnel management, budget planning and execution, change management, proactive customer service, collaboration



with IC partners, strategic planning, and effective decision-making. The Deputy CIO must also be able to manage both the strategic and day-to-day office activities of the CIO, serving as the executive leader for many of the delivery and oversight functions of the organization.

Mandatory and Educational Requirements

- Sustained excellent performance.
- Minimum of a B.A. or B.S. degree from an accredited university in Computer Science, Engineering, Physical Science, Program Management, or equivalent professional work experience.
- Excellent leadership and management abilities with demonstrated experience successfully leading a large complex IT organization comprised of a highly diverse and skilled staff/contractor workforce at dispersed locations; demonstrated experience leading strategic planning, process improvement, or change management initiatives; ability to monitor the progress of multiple concurrent and highly visible requirements and apply creative problem solving skills to resolve in a timely manner.
- Excellent verbal and written communication skills, with proven ability to effectively and professionally communicate to audiences at all levels.
- Outstanding interpersonal skills with the ability to motivate and influence others to achieve objectives and lead change; demonstrated ability to foster teamwork and establish productive relationships with customers and IT partners across a large organization; ability to work with senior-level customers by listening, communicating, and translating business needs into solid technical requirements.
- Demonstrated ability to understand and promptly provide guidance on complex technical issues to a diverse customer base and across organizational boundaries, to include thorough knowledge and ability to ensure compliance with Cyber Security guidelines, Safety and Counterintelligence regulations, policies and procedures.
- Broad knowledge of DNI and IC networks (i.e., ADN, AIN, JWICS, and SIPRNET).

Desired Requirements

- Previous leadership experience in a CIO office
- COTR Level II or III certification

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_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith H.*) and mcreaz@dni.ic.gov (*Zina 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 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.

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_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.**