General Position Information

Job Title: 18968 - Chief IT - GS-15

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

Vacancy Open Period: 04/09/2019 – 04/24/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: IARPA/IARPA

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 Intelligence Advanced Research Projects Activity (IARPA) is an independent activity within the Office of the Director of National Intelligence (ODNI) and is aligned with ADNI/AT&F. IARPA's mission is to envision and lead high-risk, high-payoff research that delivers innovative technology for future overwhelming intelligence advantage. IARPA addresses cross-agency challenges, leverages expertise from across academia, industry and the IC Community, and works transition strategies and plans with other agency partners.

Major Duties and Responsibilities (MDRs)

- Oversee and manage the provision of IT services required to support IARPA's S&T research mission
- Help IARPA maintain and evolve to meet the changing needs for innovative flexible IT, especially in the unclassified domains
- Direct and develop initiatives to evaluate the efficacy of emerging information technology to meet IARPA's operational requirements.
- Recommend and advise IARPA Director on operational and budgetary concerns for current and future IT courses of action.
- Direct and monitor the technical planning, development, implementation and maintenance of applications, databases, and web applications that support IARPA's mission
- Create and communicate IT policy and business strategy in accordance
- with approved standards and guidelines.
- Manage the day-to-day planning, design, operations, maintenance, and resource allocation for IARPA IT.
- Lead and guide the resolution of issues in project plans and schedules based on customer requirements and information on project cost, schedule, quality, and performance; provide expert oversight of cost and resource estimates; participate in budget planning activities and develop cost estimating strategies for future projects.
- Develop plans that address future information requirements of the enterprise that adhere to established corporate guidelines.
- Preside over the negotiation of IT agreements with partners, and provide structured recommendations and innovative solutions to ensure that contractual settlements and equities are considered in planning, policy and operations.
- Work in a dynamic environment that often presents competing, conflicting, and changing priorities.

Mandatory and Educational Requirements

- Demonstrated expertise in managing the delivery of enterprise services to a large organizations
- In depth knowledge of principles and techniques for data processing methods and procedures and computer systems.
- Expert ability to plan, implement and support new and improved information systems capabilities.
- Ability to effectively prioritize and manage problem resolution across diverse teams while effectively communicating with management
- Demonstrated ability to create, communicate and execute organization level policy, particularly regarding information technology systems
- Excellent interpersonal skills, including the demonstrated ability to effectively communicate IT ideas and issues with management, customers, stakeholders and the workforce.

Desired Requirements

- COTR experience may be beneficial, but not required
- Experience managing Microsoft O365 and Sharepoint environments may be beneficial
- Experience with accrediting and managing IT systems
- Demonstrated expertise in applying knowledge of information system design and development to requirements analysis, feasibility studies, software and hardware assessment, installation and integration.

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_COO_TM_HR_OPS_TEAM_A_WMA@cia.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 P.)* and

bankssa@dni.ic.gov *(Sandra B.)* 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.

WHERE TO SUBMIT: 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 submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov *(Faith P.)* and bankssa@dni.ic.gov *(Sandra B.)* 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 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. <u>PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE</u>.**