General Position Information

**Job Title:** 18968 – IARPA Chief of Information Technology Management – GS-15

**Salary Range:** $121,316 – $170,800 (not applicable for detailees)

**Vacancy Open Period:** 1/17/2020 – 2/11/2020

**Position Type:** Cadre, Detailee

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

**Division:** DNI/SE/IARPA

**Duty Location:** Bethesda, Maryland

**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 candidates 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 below 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 below 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.

Component Mission:

The Office of the Deputy Director of National Intelligence for Strategy and Engagement (S&E) is responsible for aligning the Intelligence Community’s (IC) current focus with future strategies to drive national security outcomes. S&E positions the IC to achieve the future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovations; re-imagining data management in the digital age; establishing clear policy direction; and actively engaging with senior policymakers and the public.

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 Strategy and Engagement which sets the strategy for the future, and ensures that the IC’s current focus is aligned with IC strategies to drive national security outcomes. IARPA invests in high-risk, high-reward research to achieve an overwhelming intelligence advantage for the Nation. We drive groundbreaking research and development in support of our future strategies, enhance innovation across the breadth of IC activities, and allows the IC to take advantage of cutting-edge technology, resulting in critical advances that propel the IC forward.

IARPA is seeking an innovative and delivery oriented senior leader to manage our information technology management teams. The successful individual will be a creative problem solver who thrives in developing new solutions to support an ever-changing research and technology environment. The IARPA research team largely works in the unclassified world and regularly works in the cloud environment.

The responsibilities of this position have recently been expanded to include:

- IT support for cloud and enterprise systems
- Database management
- Project and/or process management tracking software systems and tools
- Classified and unclassified website development and maintenance
- Collaboration tools and systems
- SharePoint systems development
- Records information management

The successful candidate will lead a team of approximately 25 contractors and regularly interact with the ODNI and CIA IT support teams. This individual will be responsible for supporting systems that are largely mirrored on both the unclassified and the classified networks, with a greater responsibility and focus on the unclassified system. Notably, you will be responsible for the IARPA enterprise level email system and unclassified collaboration environments and tools that enable researchers from around the country/world to interface with IARPA programs managers.

In consultation with IARPA leadership you will provide guidance and direction in standing up, networking, securing and administering systems and shared services in Linux and Windows standalone and networked environment, and advises
other project teams in conducting research and development in cloud environments. Further, you will guide IARPA leadership to ensure that novel technology that is developed on research programs can transition and work effectively with our transition partners.

**Major Duties and Responsibilities:**

- Oversee several contractor teams to ensure successful day-to-day operation of IARPA's Information Technology Management related systems.

- Interface with ODNI and CIA IT support teams to ensure IARPA compliance and to advocate for new systems that support IARPA's mission.

- Oversee and manage the provisions of IT services required to support IARPA's research and technology mission including its enterprise level email system

- Guide IARPA decisions in the maintenance and evolution of systems that support flexible IT capabilities, especially in the unclassified and cloud environments

- Direct and develop initiatives to evaluate the efficacy of emerging information technology to support IARPA’s mission

- Oversee all the database systems that are required to support the organization

- Maintain and evolve the classified and unclassified IARPA websites

- Oversee and maintain the records management systems that support IARPA programs.

- Oversee the program management tracking systems that allow appropriate routing and approval of documents and records.

- Oversee and maintain the SharePoint systems supporting IARPA.

- 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.

- Provide leadership and/or oversight to the successful execution of spend plans and assess variances from cost and schedule baseline; oversee the reallocation of resources in response to change considering impact to project cost, schedule, and quality of deliverables.

**Mandatory Requirements:**

- Demonstrated expertise in managing the delivery of enterprise services for an organization.

- Expert ability to plan implement and support new and improved information systems in an ever-changing environment.

- Experience with customer delivery and or management of cloud services (such as office 365, Azure or Amazon web services).
• Excellent interpersonal skills including demonstrated ability to effectively communicate IT ideas and issues to a wide variety of audiences including managers, customers, stakeholders and a diverse workforce.

• Exceptional prioritization and planning skills with a demonstrated track record of problem resolution across a diverse problem set.

Desired:

• In depth knowledge of data processing and tracking software systems.

• Ability to create communicate and execute organizational level policy.

• Experience with shared services as an active directory, exchange or SharePoint.

• Experience administering IT solutions in a cloud environment.

• Experience deploying and maintaining Linux or Windows networked systems.

• Experience with accrediting and managing IT systems.

• Experience with IC or Federal Security guidance or directives to include ICD503, and drafting and implementing IT Policy or procedures.

Key Requirements and How to Apply

**Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](mailto:jobsDNI).**

For current employees who do not currently have access to internal systems, 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 experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and Brookkl@dni.ic.gov (Karren 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/TG//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 detaillee, 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 detaillees.** **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 brookkl@dni.ic.gov (Karren B.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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 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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at 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.