



General Position Information

Job Title: 24840 – Chief, Mission Resources Group – SNIS Executive Tier 1

Salary Range: \$144, 128 - None provided (not applicable for Detailees)

Vacancy Open Period: 01/15/2021 – 01/30/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/ICCIO/MRG

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 SNIS 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 SNIS 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 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)

- Oversee budget and execution activities of Intelligence Community priority IT investments and assist in other resource areas as appropriate.
- Assess closures of IT capability gaps and oversee analysis of programs to monitor, forecast, evaluate, and assess programmatic trends, and relationships.
- Integrate IC ITE services within IC CIO to guide and facilitate the orchestration and synchronization of domain oversight.
- Represent the IC CIO organization before Congressional committees, subcommittees, Office of Management & Budget (OMB), White House, and other federal government forums and organizations to present or defend IC CIO mission and business efforts and resources.
- Lead, manage, and direct a professional level staff in planning and strategizing, evaluating performance, and providing feedback and guidance regarding personal and professional development opportunities.
- Lead the collaborative, consensus-based IC-wide development and implementation of IC Information Environment IT strategies to shape future technical capabilities for the IT infrastructure and enterprise architecture requirements.
- Coordinate collaborative and consensus-based decision-making and identification and resolution of issues by stakeholders through internal and external governance forums.
- Support the IC CIO in all engagements with Congressional oversight committees, including regular reporting on progress in the accomplishment of strategic outcomes to the PDDNI, Congress, and IC element partners.
- Lead in producing the Long-Term Roadmap for Congress to communicate how long-term objectives are being achieved.



Mandatory and Educational Requirements

- Proven leadership ability and business acumen, capable of developing effective integration strategies, building coalitions, and driving change to improve operations within large, complex organizations.
- Extensive knowledge of the Intelligence Community mission, objectives, policies, and authorities. Substantial experience in applying budget and program management principles and methods to large complex programs in support of the IC mission.
- Demonstrated leadership and management skills in planning, recruiting, developing, managing, and directing multidisciplinary teams.
- Demonstrated excellent oral and written communications skills to include the ability to clearly convey concise, informative explanations and briefings to a variety of audiences.
- Demonstrated exceptional interpersonal skills to work effectively with internal and external leaders and the ability to network and coordinate across the Intelligence Community.
- Demonstrated ability to effectively manage resources, to evaluate existing needs, and anticipate changing requirements, to balance competing priorities, and evaluate budget estimates.

Desired Requirements

- Extensive resource or program management experience (5+ more years) in a SNIS/SES or equivalent management role.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#)*. For current employees who do not currently have access to internal systems, applications should be sent to either dni_coo_hrm_hr_ops_team_b_wma@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov



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(unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both MCBRIJE@dni.ic.gov (*Jerry M.*) and ZACKERN@dni.ic.gov (*Natalia Z.*) in lieu of the group address above.

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.

WHERE TO SUBMIT: applications should be sent to either dni_coo_hrm_hr_ops_team_b_wma@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both MCBRIJE@dni.ic.gov (*Jerry M.*) and ZACKERN@dni.ic.gov (*Natalia Z.*) 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.



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_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 EEOC 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.**