General Position Information

Job Title: 30472 - IT Senior Project Manager- GS-14

Salary Range: $102,663 – 157,709 (not applicable for detailees)

Vacancy Open Period: 01/22/2020 – 02/12/2020

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: NCSC/SSD

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 or external candidate to fill a GS-14 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 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.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply).
- Candidates outside the Federal Government.
For a detailee assignment:
  o Current Federal Government employees. (Current GS employees at the same grade or one grade lower than 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 mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government’s counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

Major Duties and Responsibilities (MDRs)

The National Counterintelligence and Security Center (NCSC), Special Security Directorate (SSD) is looking for an energetic, creative officer with strong leadership skills and a proven track record of successfully managing IT projects and partner relationships to serve as the Deputy Project Manager for the ODNI's Continuous Evaluation System (CES). Continuous Evaluation (CE) is an investigative technique leveraging automated records checks for personnel holding a security clearance to evaluate continued eligibility for access to classified information. The scope extends to over five million US government staff and contractors who have a security clearance or have access to classified information, and to 74+ partner agencies on Top Secret, Secret and Unclassified networks. The development, operation and maintenance of the CES is a top priority initiative.

The selected candidate will plan, manage, and coordinate complex Information Technology (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; develop the definition and review of customer and stakeholder requirements; ensure plans and schedules are developed and followed throughout the life of the project. Review, plan, and develop the resolution of issues in project plans and schedules based on a clear understanding of customer requirements and information on project cost, schedules, quality, and performance; plan, manage, coordinate, and of cost and resource estimates; participate in budget planning activities and develop cost estimating strategies for future projects.
Specific duties and responsibilities include:

- Manage the day-to-day business of development, operations and maintenance of the CES. Primary responsibilities include serving as an internal and external facing executive for IT solutions for CE. Work with contactor subject matter experts and government personnel from across the Intelligence Community (IC) and the Executive Branch to plan and manage the requirements, architecture, and engineering aspects of the CES.
- Directly task technical leads for a large ITDAS stable of engineers and participate in an ITDAS Task Order effort. The CES is currently functional and is using AWS platforms in both JWICS (C2S) and unclassified environments.
- Directly task contractor development, architect and O&M leads.
- Assist CES Project Manager to further refine requirements into an agile framework.
- Assist the Contracting Officer's Technical Representative (COTR) in supporting a large ITDAS effort, and other smaller contracts as required.
- Assist NCSC Business Executive in follow-on contract for the CES O&M.
- Assist the CE Program Manager and CES Project Manager to formulate and execute the CES budget.
- Work with the CES Project Manager to support NCSC Program Management Reviews.
- Work with appropriate staff officers on legal, policy, oversight and compliance questions that require resolution in order to make CES progress.
- Work with CEP, the DNI IMO, and other data stewards around the IC and the Executive Branch to define and identify issues with authoritative data that require decision and resolution to meet CE goals.
- Develop analysis of program alternatives.
- Provide 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.

NCSC/SSD offers a flexible work environment that allows for work-life balance.

**Mandatory and Educational Requirements**

- Extensive experience working on complex IT projects
- Knowledge and ability to manage risk management process.
- Extensive project management, analytic, and critical thinking skills, including the ability to conduct project and management assessments, identify needs and requirements, and develop non-linear process improvement recommendations for implementation across the IC.
- Extensive experience in providing leadership, oversight, and guidance to the effective management of complex projects; in managing and mitigating risks, assessing customer requirements, identifying dependencies, and developing responsive project plans; in estimating costs and other resources using quantitative analysis to project requirements.
- Extensive experience examining project successes and failures and making expert recommendations to
improve products and services; considerable ability to deal with service failures and prioritize customer needs.

- Demonstrated ability to balance responsibilities among project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.
- Demonstrated interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment and to lead and mentor junior colleagues.
- Demonstrated ability to listen to, clarify, and convey understanding of others’ ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Demonstrated ability to develop or implement information systems security plans and procedures.
- Demonstrated ability to perform thorough work and conscientious about attending to detail.

**Desired Requirements**

- **Experience:** Previous successful assignments in personnel security business area and a thorough knowledge of background investigations and record checks. Knowledge of government and commercial data sources that may be used in the CE process.

- **Education:** Bachelor's degree, preferably in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management.

**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_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both majettem@dni.ic.gov (Maya J.) 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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 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.

e. SF-50: Current or former Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record.

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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:

- **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- **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.
- **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.
- **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_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both majettm@dni.ic.gov (Maya J) 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.

To verify receipt of your application package ONLY, you may call 703-275-1250.

**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: 703-275-1250; Email: Recruitment_TeamB@dni.gov

Other Information
The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.
- Long-Term Care Insurance: http://www.ltcfeds.com
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): http://www.opm.gov/retire/index.asp If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system
- Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsafeds.com/fsafeds/index.asp
- Paid Federal Holidays
- Alternative Work Schedules

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.