General Position Information

Job Title IC CAE Project Coordinator

Position Number: EC095

Position Grade: GS-14

Salary Range: $106,823 - $164,102 (not applicable for detailees)

Vacancy Open Period: 05/03/2022 – 05/24/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/PC/HC

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-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:

    o Current ODNI permanent cadre.

- For a detailee assignment:

o   Current Federal Government employee at the same grade or one grade lower than the advertised 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 will be assigned to the position at the employee's current GS grade and salary.

- A current Federal Government employee, selected for a detail assignment, will be assigned to the position at his or her current grade and salary.

Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Major Duties and Responsibilities (MDRs)

As an IC Centers for Academic Excellence (IC CAE) project coordinator, plan and develop efforts to assist in promoting best practices in strategy development, execution, and evaluation activities for the IC CAE program to promote shared vision and goals of the IC CAE program.

Assist with all activities related to IC CAE grants monitoring and execution.

Serve as a liaison to IC CAE grant receiving and legacy institutions – to include listening to and understanding the needs of the IC CAE grantees and legacies and assisting, as requested, in developing methods, policies, and procedures to ensure they fully meet the program's objectives.

Review, compose, edit, and distribute incoming and outgoing communication materials ensuring key stakeholder coordination, high quality and timely deliverables, and conformance with regulations and policies.

Plan and prepare briefings, reports, and presentations to IC and IC CAE senior leadership and senior policymakers in a manner that meets their specified requirements and provide expert analysis and recommendations that ensure IC CAE strategic plans and programs align with national intelligence strategic objectives.

Cultivate and maintain productive working relationships with Principal Investigators (PIs), IC CAE Program Ambassadors, IC HC leadership, and ODNI senior leadership to share information of interest, explain the specifics of IC CAE recruitment challenges and successes and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant issues.

Plan and conduct formal analyses of the strengths and weaknesses of HC programs that require resolving critical problems or developing new concepts and methodologies for programs that are of major significance to IC leadership and mission success.

Provide input to the IC CAE Program annual report, and assist with key IC CAE events – annual PI Summit, Summer Seminar, Student Internship Cohort, etc.

Managing the collection and reporting of Return on Investment for all program metrics.

Mandatory and Educational Requirements

Extensive knowledge of the mission, charter, roles and responsibilities of ODNI and/or individual IC organizations.

Strong knowledge of program management concepts and principles, and basic knowledge of grant regulations and policies.

Demonstrated ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues.

Demonstrated ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.

Experience working with schools and communities.

Experience in process improvement and change management and the capability to manage the success of individual educational programs.

Demonstrated organizational and interpersonal skills to facilitate diverse forums, manage competing priorities and advocate new ideas/concepts/processes; demonstrated ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.

Enjoy working both independently with little direction and within a team to advance the team's goals, which also results in earning their confidence and trust.

Specialize in mentoring junior colleagues, and utilize strong organizational and interpersonal problem solving skills.

Experience: On average, seven years of progressively responsible experience in the IC with thorough knowledge of IC integration practices and experience leading strategic planning and implementation.

Education: Bachelor's degree or seven years IC-experience demonstrating ability to learn new concepts and apply knowledge to create positive impact.

Desired Requirements

Experience: On average ten years of progressively responsible experience in HC.

Education: Bachelor's degree in fields such as Human Resources, Business Administration, Industrial and Organization Psychology, Training and Development, Workforce Analytics, or other related disciplines.

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. **POSITION NUMBER:** Reference the position 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: *Internal ODNI Cadre Candidates <u>must</u> 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-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 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. **POSITION NUMBER:** Reference the position 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: *Applicants from within the IC <u>must</u> submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

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 703-275-3888

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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

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 Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov by unclassified email at DNI_DRA@dni.gov, by telephone at 703-

275-3900 or by FAX at 703-275-1277 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

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>.