



## General Position Information

**Job Title:** PC923 – IC Procurement Analyst - GS-15

**Salary Range:** \$121,316.00 - \$170,800.00

**Vacancy Open Period:** 12/14/2020 – 1/11/2021

**Position Type:** Cadre, Detailee

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

**Division:** PC/APF

**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 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 below the advertised position 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 GS-15 and one grade 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.
- 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 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)

- Lead the development and implementation of effective Intelligence Community (IC) contracting and procurement policies, procedures, and guidance that results in the flexible and responsive acquisition of capabilities, services, supplies, and research and development.
- Lead, develop, and implement formal programs and activities to increase the effectiveness of the recruitment, retention and professional development of the contracting and procurement workforce across the IC.
- Lead the identification and adoption of innovative, flexible acquisition policies, procedures and tools for the IC Procurement Enterprise; Lead and conduct an independent review of contracting and procurement functions and activities within IC agencies and advocate for the identification and implementation of improvements.
- Lead and direct the identification of IC contracting and procurement best practices and communicate findings across the IC; ensure that IC contracting and procurement policies and practices complement existing federal and Department of Defense regulations.
- Lead, initiate, cultivate, and maintain productive working relationships within the Office of the Director of National Intelligence (ODNI) and throughout the procurement offices of the IC Elements to ensure continuing dialogue and active insight into planned and ongoing procurement activities; represent ODNI at meetings, conferences, and other public forums regarding IC procurement and contracting issues or topics.
- Lead and participate in outreach activities with industry and academia to develop information and programs that will improve the performance of IC procurement organizations.
- Lead the preparation and coordination of the DNI's responses to Congressionally Directed Actions and actions from the Office of Management and Budget regarding major IC contracts and procurement efforts; as required, meet with members of Congress and their staffs to discuss, promote, and/or justify procurement programs, policies, and/or procedures.
- Serve as a Warranted Contracting Officer for IC level agreements and contracts for strategic sourcing initiatives as specifically designated by the IC Senior Procurement Executive

## Mandatory and Educational Requirements

- Expert knowledge of Federal Acquisition Regulations and statutes as well as large-scale contracts and procurement projects across the IC



- Expert knowledge of all types of contracts including fixed price, firm fixed price, indefinite delivery indefinite quantity, cost reimbursement contracts, special purpose contracts, agreements, and others.
- Decisive with less than complete information and no precedence, based on knowledge and experience in contracting.
- Working knowledge of the mission, charter, roles, and responsibilities of individual IC agencies as well as their unique contracting and procurement programs and practice.
- Expert organizational and interpersonal skills including a superior ability to represent the ODNI and IC when meeting with commercial enterprises and other entities involved in providing services within the IC.
- Superior facilitation and negotiation skills and the expert ability to prepare unbiased assessments and recommendations.
- Superior oral and written communication skills, including an expert ability to lead, plan, and direct major procurement programs and the ability to communicate effectively with people at all levels and from different organization cultures.
- Superior ability to lead the development of consensus recommendations and to solicit input from colleagues and peers; proven ability to remain open-minded and change opinions on the basis of new information and requirements.

## Desired Requirement

### Experience:

- A minimum of ten years of progressively responsible experience as a Contracting Officer within an element of the IC.
- Demonstrated ability to lead and achieve success in a variety of Contracting Officer assignments such as Recruiting, Employee Development, Policy, Strategic Planning, etc.

### Education:

- Bachelor's Degree

### Certifications/Licenses:

- Certification as a DAWIA or FAC-C Level III in Contracting or equivalent. Certifications in other acquisition fields desired

## 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:** *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\_TM\_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 majettm@dni.ic.gov (*Maya 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.
- 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\_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 majettm@dni.ic.gov (*Maya 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.**



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

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](mailto: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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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.**