



## General Position Information

**Job Title:** PE292 - Director IARPA - SNIS Executive Tier 3

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 06/19/2019 – 07/29/2019

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** IARPA/IARPA

**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:

\*\*\*THIS IS A STAFF RESERVE TERM-LIMITED POSITION\*\*\*

- Staff reserve appointments are term-limited appointments made for a period of up to 3 years, with a possible extension of up to 2 additional years.
- An internal or external candidate to fill a SNIS Executive Tier 3 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

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not 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.)



- Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.
- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 Advanced Research Projects Activity (IARPA) is an activity within the Strategy & Engagement (S&E) Directorate of the Office of the Director of National Intelligence (ODNI). S&E positions the IC to achieve its future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovation; reimagining data management in the digital age; establishing clear policy and direction; and actively engagement with ODNI's overseers and the public. IARPA invests in high-risk/high-payoff research to achieve an overwhelming intelligence advantage for the Nation. IARPA drives groundbreaking research and development in support of our future strategies, enhances 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.

## Major Duties and Responsibilities (MDRs)

- Lead and facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization, create and promote a positive, multicultural work environment that supports consistency throughout the DNI.
- Provide the strategic direction and leadership for IARPA, maintain and enhance a culture of innovation and creativity.
- Promote an environment that attracts exceptional technical experts from academia, industry, and government with innovative ideas and enable them to create and execute research programs that tackle some of the hardest challenges that the IC will face in the coming years.
- Represent and build support for IARPA's programs and research strategy with senior government, industry, and academic officials as well as with the broad national scientific community.
- Oversee the portfolio of research activities across IARPA, ensuring IARPA activities are high-risk, high-payoff, technically credible and programmatically well run, while assuring alignment and synchronization with IARPA's tactical and strategic goals.



- Develop, promote and defend IARPA's overall annual budget.
- Identify, hire and mentor highly qualified technical staff.
- Foster collaboration with transition partners throughout the IC; leverage these relationships to help ensure IC relevance of IARPA's programs, and to effect transition of results.
- As part of S&E leadership team, continue to integrate IARPA into the fabric of S&E, the ODNI, and the broader IC to leverage talents, skills, and areas of common interest
- Provide day-to-day management of the senior management team. Set the tempo, provide direction; empower and mentor a high performing team.

## **Mandatory and Educational Requirements**

- Extensive multi-disciplinary knowledge and fluency in a broad range of scientific and engineering disciplines, with strong S&T academic credentials and recognized expertise in research or applied S&T in at least one discipline relevant to the IC's mission.
- Ph.D. in a scientific or engineering discipline.
- Ten or more years of demonstrated success in senior technical leadership roles in industry, government and/or academia. Strong leadership and management experience as demonstrated by the ability to grow an organization in strategic, business and workforce dimensions.
- A demonstrated record of creating a shared strategic vision that is successfully executed through integrated plans, underwritten through efficient resources and results in tangible mission impact.
- Superior public speaking skills, with the ability to communicate vision and strategy across the IC and external audiences in order to develop strong public awareness and brand recognition of IARPA, its mission and impact.
- Excellent communication and interpersonal skills, including ability to exert influence with senior leadership and communicate effectively at all staff levels, both internal and external to the organization, to give oral presentations and to otherwise represent IARPA in interagency forums.
- Demonstrated ability to create and execute innovative high-risk/high-payoff research programs. Ability to evaluate new technologies, translate their benefits to customers and facilitate the transition of results to IC partners.
- Expert leadership and managerial capabilities, including the ability to effectively direct taskings, make timely decisions, assess and manage performance, and mentor and teach talented individuals from diverse backgrounds.
- Extensive knowledge of and experience in research and development (R&D) acquisitions, and experience managing a substantial R&D budget.
- A current understanding and knowledge of the IC mission, objectives, and organization.

## **Desired Requirements**

- A strong professional network across the national security community.
- Current active Top Secret clearance, or have held one within the past 2 years.

## **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\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith P.*) and [bankssa@dni.ic.gov](mailto:bankssa@dni.ic.gov) (*Sandra 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//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 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.



- 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.

**WHERE TO SUBMIT:** Applications should be sent to 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 bankssa@dni.ic.gov (*Sandra 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//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\_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 bankssa@dni.ic.gov (*Sandra 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//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 703-275-3799.

## 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](mailto:Recruitment_TeamA@dni.gov)

## Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- 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.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- 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](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



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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.**