General Position Information

Job Title: SE011 – Executive Project Coordinator – GS-14

Salary Range: $86,335 - $157,709 (not applicable for detailees)


Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/SE/FO

Duty Location: McLean, Virginia or Bethesda, Maryland

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 candidates 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 and up to two below 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. (Current GS employees at the same grade or up to two 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.

Component Mission:

The Office of the Deputy Director of National Intelligence for Strategy and Engagement (S&E) is responsible for aligning the Intelligence Community's current focus with future strategies to drive national security outcomes. S&E positions the IC to achieve the future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovations; re-imagining data management in the digital age; establishing clear policy direction; and actively engaging with senior policymakers and the public.

Major Duties and Responsibilities:

- Collaborating with innovators across the IC and Department of Defense, as well as key enablers from ODNI's Legislative Affairs, Strategic Communications, and Office of General Counsel components.
- Providing independent analyses of IC capabilities and programs, identifying cost and mission impacts, and clarifying the advantages and disadvantages of each alternative.
- Shaping the IC's response to its greatest challenges, including artificial intelligence, 5G, agile acquisitions, political influence campaigns, and the future of work.
- Briefing the DNI, PDDNI and Congressional Leaders on present findings, conclusions, options, and recommendations for innovative initiatives.
- Conducting analysis and evaluation of the National Intelligence Program (NIP) investments to independently document resource utilization, efficiency, productivity, and cost effectiveness levels.
- Producing analytical issue papers, background papers, resource issue papers, and other analytic products applying extensive subject matter knowledge to support the senior leadership in making informed programmatic decisions on IC Strategic Initiatives.
- Implementing plans to support analysis through NIP policies, missions, plans, and capabilities, ensuring linkage to the National Intelligence Strategies and other Intelligence Community (IC) priorities.
- Conducting the research and identification of key program issues; evaluate alternatives and proposals for decision by the Office of the Director of National Intelligence (ODNI) senior leadership.
- Researching and identifying key intelligence program and budget issues, evaluate program alternatives, and provide structured recommendations in accordance with the organizational policies, procedures, and viewpoints.
- Developing initiatives to maintain a comprehensive awareness of analytical and statistical methods; conduct independent evaluative studies of cross-cutting IC issues and techniques to assess program effectiveness.
Planning, developing and presenting findings, conclusions, options, and recommendations to ODNI senior management.

**Mandatory Requirements:**

- Delight in planning, executing and reporting on all aspects of complex, multi-million dollar budgets.
- Feel you have a thorough grasp of and experience with NIP /Military Intelligence Program budget formulation programming and budget execution.
- Know the IC, Department of Defense, Office of Management and Budget, and Congressional budget processes and procedures like the back of your hand.
- Are the office brainiac when it comes to Federal acquisition laws, regulations, policy and procedures as they apply to advanced research, development and acquisition. You are passionate about thinking creatively and striving to find innovative solutions to hard problems.
- Are a connoisseur of project management concepts and principals and thrive on organizing complex projects and tracking every aspect. Including the ability to manage and mitigate risks, assess customer requirements, identify dependencies, and develop responsive project plans; ability to estimate costs and other resources using quantitative analysis to project requirements.
- Have the nerd-like ability to apply analytic, quantitative, and qualitative techniques to analyze, evaluate, and recommend appropriate alternatives to complex issues.
- Love thinking strategically, identifying needs and requirements, and developing recommendations. Ability to develop and implement strategic plans, policies, and instructions.
- Communicate easily with peers and make connections wherever you go.
- Are motivated and driven. You volunteer for new challenges without waiting to be asked. You are going to take ownership of the time you spend with us and truly make a difference by proactively making key contributions to group efforts.
- Enjoy working both independently with little direction and within a team to advance the team's goals.
- Are at ease planning for and chairing meetings with peers across the IC for monthly working meetings that advance a specific project within an initiative.
- Have an encyclopedic knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing plans and programs.

**This Job Might Be For You If You:**

- Delight in planning, executing and reporting on all aspects of complex, multi-million dollar budgets.
- Feel you have a thorough grasp of and experience with NIP/Military Intelligence Program budget formulation programming and budget execution.
• Know the IC, Department of Defense, Office of Management and Budget, and Congressional budget processes and procedures like the back of your hand.

• Have a solid understanding of programmatic and financial management, strategic planning, and performance management including ability to conduct program and management assessments, to identify needs and requirements, and to develop non-linear process improvement recommendations for implementation across the IC.

• Have dabbled in getting to know ODNI's processes, programs, and policies especially as they relate to program evaluations (to include quantitative and qualitative methods and techniques).

• Communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.

• Think on your feet. You like learning new things, and you can learn quickly. When things change, you know how to roll with the punches. You pay attention to details and successfully manage multiple priorities by being able to think on your feet. As far as you are concerned, anything worth doing is worth doing right.

• Have strong experience examining program/project successes and failures and making recommendations to improve products and services; ability to deal with service failures and prioritize customer needs.

• Enjoy using a variety of methods to evaluate organizational performance against strategic objectives and ability to advise the organizations on the application of evaluation methods.

• Prefer to identify emerging trends and strategic issues and incorporate these in developing strategic plans for the organization.

**Key Requirements and How to Apply**

**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_OPTS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and mccreaz@dni.ic.gov (Zina M.) 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 brookkl@dni.ic.gov (Karren 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/T//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

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 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.