



General Position Information

Job Title: 28402- Executive Staff Officer

Salary Range: \$108,887 - \$160,300

Vacancy Open Period: 06/03/2016 – 06/17/2016

Position Type: Cadre

Who May Apply: Internal and External Candidates

Division: IC IG/MA

Duty Location: Reston, VA

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-15cadre position.

Who May Apply

For a cadre assignment:

- Current ODNI cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- Current Federal Government employees.
- Candidates outside the Federal Government.

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.



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.

Component Mission

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

Major Duties and Responsibilities (MDRs)

- Provide expert, multi-faceted support to the IC IG, Deputy IG and Assistant Inspector General for Management and Administration in developing the strategic direction, roles and responsibilities, and annual planning efforts including organizational goals and objectives, concepts of operations, and work planning for the IC IG Staff.
- Lead, initiate, cultivate, and maintain productive working relationships with senior Inspector General Officials across the IC in order to promote improved collaboration between and among IC Elements, including activities to foster cooperation with the IC IG Forum and the Forum's working groups and the Council of Inspectors General on Integrity and Efficiency (CIGIE).
- Oversee the planning, coordination, and performance of Peer Reviews related to programs and operations across IC Elements and the Office of the Director of National Intelligence (ODNI) to ensure adherence to IC IG standards for objectivity, professionalism, and independence.
- Serve as an expert primary action officer to the Assistant Inspector General for Management and Administration; Lead, research, coordinate and deliver a wide range of products to inform IC IG decision making and prepare for senior executive activities.
- Develop IC IG managerial framework documents, including the IC IG Strategic Plan; the IC IG Concept of Operations; the IC IG Work Plan; and the Annual IC-Wide Management Challenges Report.
- Oversee the development and execution of the IC IG strategic planning function; assign and manage organizational efforts and coordination processes across the organization and Inspectors General community as IC IG focal point for work planning.
- Lead and oversee the planning and completion of mission and enterprise objectives of the IC IG Strategic Plan and determine how well the IC IG is postured for future environments.
- Lead and facilitate the capture, improvement of and automation of Management and Administration Division core business processes; manage the IC IG web-based metrics Dashboard.
- Serves as the IC IG focal point for monitoring and communicating the status and impact of IC IG recommendations to the ODNI and other IC agencies; takes appropriate steps to improve effectiveness of IC IG recommendations.



Mandatory Requirements

- Expert knowledge of IG organizations' missions in order to develop the strategies and policies necessary to support IC IG interests.
- Superior strategic and tactical planning, critical thinking, and analytical skills in order to propose innovative solutions and implement change with resourcefulness and creativity.
- Superior ability to coordinate, network, and communicate across the ODNI, IC and U.S. Government agencies.
- Superior ability to identify emerging trends and strategic issues and incorporate these in developing strategic plans for the organization.
- Expert ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions, and implement change.
- Expert ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; expert ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
- Superior communication (written and verbal) skills to effectively and efficiently communicate organizational vision, mission, and plans.
- Superior ability to communicate clearly, both orally and in written reports, and to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents.
- Expert organizational and interpersonal skills to facilitate diverse forums, manage competing priorities, and advocate new ideas/concepts/processes.
- Superior ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.
- Bachelor's degree or equivalent experience as determined by mission specialty area.

Desired Requirements

Experience:

- Ten years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization.



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 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-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpHERC@dni.ic.gov (*Candace M.*) and joswicd@dni.ic.gov (*Daniel J.*) 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.



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- 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_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and joswicd@dni.ic.gov (*Daniel J.*) 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 703-275-3663.

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: 703-275-3663; Email: Recruitment_TeamB@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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**