



Serves as a biometric/IT Project Management Subject Matter Expert (SME) in a complex matrix organization exploring new/novel biometrics and identity-based technologies. Assesses the value and organizational impact of projects, ensuring the target benefits are measurable and related to business goals. Drafts and maintains all project management documentation including project charters, project management plans, System Engineering Life Cycle Tailoring Plans (SELC TP), Integrated Master Plans (IMP), project schedules and executive summaries for multiple concurrent projects each at different stages of the SELC. Updates relevant plans and communicates approved changes. Facilitates Integrated Project Team (IPT) meetings. Creates IPT meeting agendas, meeting minutes, and manages the action item register. Ensures project closeout is complete and lessons learned are documented.

JD# 01-2020-16

Description:

Incorporates project information into an IMP. Develops and documents a project work breakdown structure (WBS) and project schedule with input from the IPT using common project information systems technology and software. Develops and accurately maintains high level project schedules derived from detailed project schedules utilizing specialized scheduling software. Incorporates project schedules into the Integrated Master Schedule (IMS) utilizing Enterprise Portfolio Management (EPM) solutions. Establishes the project schedule baseline and identifies when baseline change requests are needed. Ensures project activities are completed per the project schedule. Oversees execution of the project and responds and adapts plans to changes. Tracks status and progress of activities on the project schedule. Identifies and reports critical path slippages and develops schedule recovery plans. Responsible for briefing project status and progress at recurring schedule management reviews.

Develops detailed project management plans, tasks, schedules, and identifies milestone dates ensuring proper sequencing of events, work efforts, and resources needed to accomplish objectives. Identifies and coordinates with stakeholders and private industry as required. Coordinates with senior managers and technical staff within OBIM ensuring compliance with regulatory policies, communication, and software standards and with user requirements.

Utilizes Project Management Institute standards to manage all stages of a project (project initiation, planning, execution, monitoring, and controlling, and closure). Develops and/or employs tools and methods to track progress throughout the life cycle of the project. Applies technical knowledge ensuring project schedules and objectives are accomplished in accordance with established milestones. Convenes regular in-progress reviews, and maintains productive interaction with all stakeholders. Adopts best business practices. Uses managerial techniques and quantitative analysis, to monitor work in progress, and evaluate the status and progress of work accomplished in terms of quality, efficiency, and effectiveness in achieving objectives.

Updates plans and recommends business process changes in response to evolving circumstances, resources, or objectives, and ensures deadlines and priorities are met. Coordinates with stakeholders ensuring appropriate interests are represented, functional requirements are included in analyses and designs, business practices are addressed and/or redesigned, and incorporates stakeholder feedback. Responsible for facilitating challenging and complex information system projects in OBIM and for leading team members and assigned subordinates as necessary to ensure project success.

Provides feedback to leadership and stakeholders through appropriate reports, meetings, briefings, and information papers, formally and informally. Regularly briefs senior staff on project status and significant developments. Keeps all parties informed of project status, changes in requirements, changes in resources, and impacts on meeting established project timelines, tasks, milestones, and objectives. Represents OBIM at meetings and conferences involving senior level staff throughout OBIM, other government agencies, and private industry.

Participates in in-progress reviews, study advisory groups, conferences, workshops, and briefings. Keeps abreast of new equipment and software performance data developments, and system improvements for possible implementation within OBIM.

Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, and trust. Develops leadership in others through coaching, mentoring, rewarding and guiding employees.

Proactively identifies IT project risks and; accurately assesses, prioritizes, plans risk responses, and tracks and controls risks. Records risks into the risk register. Recommends risk mitigation and contingency strategies. Identifies and forecasts risk probability and impact scores as risk mitigation strategies are applied or anticipated to change in the future. Creates comprehensive plans to execute, monitor and control risk mitigation strategies. Identifies potential and existing problems and coordinates across stakeholders to resolve them.

Ensures SELC documentation and gate entry/exit criteria are met dependent upon the SELC stage the project is in. Monitors SELC entrance/exit criteria and assists the IPT with the SELC process. Coordinates the collection of SELC documentation. Coordinates the collection and reporting of SELC deliverable for all SELC gate reviews. Provides technical and management guidance to IPT members on SELC concept

Component Name: Office of Biometric Identity Management (OBIM)

Position Title: Project Manager Biometric/IT Project Management Subject Matter Expert (SME)

Job Series:	0340; 0343; 0301; 801; 854; 858; 1501; 1550
Grade Level:	GS-14
Location:	Arlington, VA
Duration:	1 YR
Openings:	1

Employee Responsibility: *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

Duration: *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

Type of Position: Competitive Service
*** Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*

Type of Detail: Non-reimbursable

Package Acceptance Period: **Start:** 1/20 **End:** Untill filled

Qualifications Needed:

A Level II Federal Acquisition Certification for Program and Project Managers (FAC-P/PM), a DHS Program and Project Manager (P/PM) Mid Specialization, and a FAC P/PM-IT Specialization. A Project Management Professional (PMP) certification from the Project Management Institute (PMI) is highly desirable

Clearance Required* (Y/N): X-Yes

If yes, what level of security clearance? **Secret**

***** Does Not Qualify for Joint Duty Credit**

***** No Temporary Promotion**

***** Military & Contracted Personnel Not Eligible**

Submit the following documents to jointdutyprogramoffice@hq.dhs.gov, with “Detail Opportunity – Project Manager Biometric/IT Project Management Subject Matter Expert (SME) ” in the subject line:

- Submit **Joint Duty Assignment Application** – [DHS Form 250-02](#)
- **Resume** (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- **Redacted SF-50**, removing PII (i.e., social security number or date of birth)

Point of Contact: **Email:** jointdutyprogramoffice@hq.dhs.gov