



**JD# 01-2020-17**

**Description:**

Provide Project Management support in the implementation of the HR systems used to support the Agency's human capital requirements. Coordinate completion of projects on time within budget and within scope. Oversee all aspects of project setting deadlines, assigning responsibilities and monitoring and summarizing progress of projects. Prepare reports for upper management regarding status of projects. Meet with clients to obtain specific requirements of each project. Develop comprehensive project plans and other project documents to be shared with upper management, clients as well as project team members.

**Component Name:** DHS CISA OCHCO

**Position Title:** *Project Manager*

**Job Series:** 0201 or 2210

**Grade Level:** GS-13/14

**Location:** Rosslyn VA

**Duration:** 12 Months

**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:** 1/1/20 **End:** Untill filled

**Qualifications Needed:**

- Proven working experience in project management
- FAC/PPM or PMP Certification is a plus
- Advanced time management and analytical skills
- Working knowledge of Microsoft Excel, Visio, and Projects
- Excellent client-facing communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills

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

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

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

**\*\*\* No Temporary Credit**

**\*\*\* Military and Contracted Personnel Not Eligible**

**Submit the following documents to [jointdutyprogramoffice@hq.dhs.gov](mailto:jointdutyprogramoffice@hq.dhs.gov) , with “*Detail Opportunity – Project Manager*” 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](mailto:jointdutyprogramoffice@hq.dhs.gov)

---