



### JD# 01-2020-25

**Description:**

The Chief Learning and Engagement Officer, Office of Homeland Security, Joint Duty Program, provides detail opportunities for senior leaders with cross organizational and occupational assignments providing the next generation of leaders with quality developmental experiences and tools to achieve mission and career success. Seeking individual who are eager to apply their operational effectiveness or human capital background to the coordination and management of the DHS Joint Duty Program(JDP). The individual will review current programs, policies, and procedures to enhance effectiveness and efficiency; as well as, assist in managing the day to day activities of the JDP. The candidate is well-spoken, an effective manager of projects and written work products. The candidate is collaborative, by nature, and adapts quickly to a dynamic work environment. As part of this growing team, individuals may have a wide variety of opportunities to contribute to the development of any portion of this Program; as well as implementation, evaluation, and management of current initiatives that support the JDP.

**Component Name:** DHS/HQ/MGMT/CHCO/SLDE**Position Title:** *PROGRAM ANALYST (Joint Duty Program)***Grade Level:** GS 13**Job Series:** 0301 or 0343**Location:** WASHINGTON, DC**Duration:** 6-12 Months

**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     Excepted 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     Reimbursable

**Package Acceptance Period:**    **Start:** 1/20    **End:** Until Filled

**Qualifications Required:**

Interested individuals should have professional experience and advanced knowledge/skill to:

- (1) Write various-types of audience-specific content (e.g., executive DHS leadership briefs, articles);

- (2) Analyze training and component specific data and information and translate this material into plain language, audience-specific content
- (3) Develop strategies to engage with stakeholders and apply relationship management and marketing techniques.
- (4) Apply change management principles and practices for program implementation.
- (5) Individuals must possess excellent writing skills; attention to detail; strong data analysis skills; proficiency with Microsoft Office products, including Excel, Word, Power Point; and the ability to prioritize tasks in a fast-paced/dynamic environment.

**Clearance Required\* (Y/N): X- No**

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

**\*\*\* No Temporary Promotion**

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

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**How to Apply:** Submit the following documents to [jointdutyprogramoffice@hq.dhs.gov](mailto:jointdutyprogramoffice@hq.dhs.gov), with “***Detail Opportunity –PROGRAM ANALYST Joint Duty Program***” in the subject line, by close of business on:

- 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)

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**Point of Contact:**      **Email:** [jointdutyprogramoffice@hq.dhs.gov](mailto:jointdutyprogramoffice@hq.dhs.gov)

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