

## Hot Jobs: Senior Executive Service Candidate Development Program

What is the Senior Executive Service Candidate Development Program?

The Department of Homeland Security (DHS) is one of the largest and most diverse departments in the Federal Government, with more than 180,000 employees located across the U.S. and in dozens of locations abroad. DHS was created in 2003 when elements of 22 Federal organizations were brought together to improve the nation's ability to protect its borders and to prevent and respond to potential terrorist attacks and natural disasters. For an overview of the diverse responsibilities DHS carries out within the Government, visit our website at [www.dhs.gov](http://www.dhs.gov).

The President has challenged cabinet Secretaries and senior Federal agency heads to create a government that is more citizen-centered, results-oriented, and market-based. To achieve this vision within the Department of Homeland Security, DHS has created a Candidate Development Program (CDP) to search for high caliber leaders who possess high standards of excellence and enjoy challenges and opportunities.

All CDP graduates who are certified by an OPM Qualifications Review Board (QRB) are eligible for appointment to a Senior Executive Service (SES) position without further competition. However, no DHS CDP graduate is guaranteed placement in an SES position.

**SALARY RANGE:** 111,676.00 - 168,000.00 USD per year  
**OPEN PERIOD:** Monday, August 13, 2007 to Friday, September 14, 2007  
**SERIES & GRADE:** GS-0340-15  
**POSITION INFORMATION:** Full Time Career/Career Conditional NTE Two Years  
**DUTY LOCATIONS:** Many vacancies - WASHINGTON, DC  
**WHO MAY BE CONSIDERED:** Status Candidates (Merit Promotion Elig)

### KEY REQUIREMENTS:

- You must be a U.S. Citizen to apply for this job.
- You must currently hold a Federal position at the GS-15 level.
- One year of leadership experience is required.
- You must be able to obtain a Secret security clearance.

### HOW TO APPLY:

How do I apply to the DHS SES Candidate Development Program? The application process for this SES Candidate Development Program consists of six components:

- Your resumé
- Your narrative responses to the Executive Core Qualifications (ECQs)
- Your narrative response on how you meet the technical qualifications
- The Evaluation of Executive Potential and Endorsement
- Other application materials as outlined below
- The Occupational/Assessment Questionnaire

Please be sure to read the entire announcement, as it contains important information about requirements and the application process. It is highly recommended that you complete this entire process online by utilizing Application Manager. This is the easiest and most efficient way to ensure your documentation is received by the closing date.

### STEP ONE: Submit your resume

A resumé or curriculum vitae, the Optional Application for Federal Employment (OF-612), or any other written format you choose to describe your job-related qualifications is required. Your submission must also include the following information in order to receive full consideration for this position:

- Vacancy announcement number
- Full name, mailing address, and day and evening telephone numbers
- Last four digits of your Social Security Number
- Educational information, including the name, city and state of colleges or universities you attended, as well as the type and year of any degree received. Report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U. S. Department of Education. For more information, you may refer to the following U. S. Department of Education website: <http://www.ed.gov/admins/finaid/accred/index.html>
- Information about your paid and non-paid work experience related to this position including:

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates of employment (month and year)
- Salary
- Information about honors, awards, and special accomplishments

Your resumé should illustrate specific and appropriate senior management experience, indicating dates and contact information of a supervisor or a senior level person who has close and specific knowledge of the experience you claim.

Your resumé will be evaluated specifically for: 1) management experience/leadership ability and 2) technical competence. To the extent possible, your resumé should highlight the specific experience that supports or provides evidence of the attainment of the Executive Core Qualifications and Technical Competencies outlined earlier in this announcement.

Be sure to indicate Vacancy Announcement PH147303 and the last four digits of your Social Security Number on each page. Your resumé should be no more than 5 pages in length.

You will be able to upload your resume using Application Manager. Please select "Resume" as the document type on the upload page when submitting your resume. For more details on using Application Manager, please see the "Uploading Documents" section below.

## STEP TWO: Executive Core Qualifications (ECQs)

As part of the CDP selection process, you must also prepare and submit written statements describing accomplishments that reflect your level of capability in each of the five ECQs needed to be a successful senior executive:

- Leading Change - Senior leaders must be able to demonstrate the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. In demonstrating this principle, they establish and organizational vision and implement it in a continuously changing environment.
- Leading People - Senior leaders must demonstrate the ability to lead people toward meeting the organization's mission, vision, and goals. In demonstrating this ability, they provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- Results Driven - Senior leaders must demonstrate the ability to meet organizational goals and customer expectations. In demonstrating this principle, they must make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- Business Acumen - Senior leaders must be able to manage human, financial, and information resources strategically.
- Building Coalitions - Senior leaders must demonstrate the ability to build coalitions internally and with other federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Address each of the five ECQs by describing one or more examples of relevant experience that is more characteristic of your capability with regard to the ECQ. For each ECQ, you should prepare a written statement of no more than two pages that fully describes your accomplishment(s). The emphasis should be on the quality of the accomplishment and results, rather than on the jobs you have held or tasks you have completed. These accomplishments may have resulted from things you have done in any kind of setting: paid work, volunteer service, professional organization membership, details, task forces, committees, educational pursuits, etc. They must, however, be characteristic of your capability with respect to the ECQ.

Please be sure to describe your accomplishments accurately. As with other parts of the application, you should be aware that your narrative statements are subject to verification. Any attempt to exaggerate your accomplishments may be grounds for not selecting you. Also, you may be asked follow-up questions about the accomplishments that you provide in this section if you are later interviewed, so you should be prepared to address the accomplishments at that time.

Please follow these important guidelines as you write your accomplishments:

- Describe the situation -- i.e., the challenge faced, the problem to be solved, or the objective to be achieved, as it relates to the competency being addressed. Provide a timeframe or approximate dates when appropriate.

- Describe the specific actions you took in your own words -- do not quote someone else describing what you did. The actions you describe are particularly important in evaluating your narrative.
- State the outcome, results, or long-term impact of your accomplishment(s). These outcomes may be indirect but they are important.
- Give the grade received if your accomplishment is in an educational or training setting.
- At the conclusion of the narrative for each of the ECQs (normally on the second page of each ECQ write-up), you must provide some form of objective verification of your capability and executive readiness in that ECQ area. This may include names of executives (or a recognizable equivalent) who can attest to your capability and readiness; an abstract of an article or book that you authored; or URL links to other evidentiary material. If you include an executive as your verification source, you must provide his or her most current address, telephone number, and e-mail address. You must include this verification information or your application cannot be processed.

Note: You must use at least a 10-point font and 1-inch margins on your ECQ narratives. Be sure you indicate on each page the Vacancy ID Number PH147303 and the last four digits of your Social Security Number.

To review the rest of the steps required to apply, please visit the posting link