Contracting Officer (Add to Job Cart)

Work Schedule: Full Time
Salary: $57,224 – $139,523
Location: Washington, DC metropolitan area

Contracting Officers serve as members of a team of highly motivated professionals that provide critical support to US National Security. CIA acquisition professionals have the opportunity to apply their business skills to diverse programs such as those for technical collection systems, construction projects and information technology initiatives. Contracting Officers at CIA serve in various program offices alongside their Agency and other Intelligence Community colleagues, working to enable the mission of intelligence. The CIA is a member of the National Contract Management Association (NCMA).

At CIA, only the Contracting Officer is legally authorized to financially obligate the US Government to acquire its products and services. Working in a team environment, our Contracting Officers learn and utilize innovative business practices to streamline the acquisition process and maximize resources. The Contracting Officer manages a wide variety of unique and complex contract types to obtain “best value” on behalf of the US Government.

Our Contracting Officers follow a training and development program specifically geared toward their growth and advancement in the field of contracting at the Agency. With a mix of paced, on-the-job experiences and successful completion of related training, our Contracting Officers may obtain technical certifications that enable them to apply for positions of increased responsibility and professional advancement. This career development program enables our Contracting Officers the opportunity to immediately contribute to the mission of the CIA.

Contracting offers the following career progression levels:

**Entry** – Learn and use innovative acquisitions business practices while gaining contracting experience. Under close supervision, duties include: pre-award planning and documentation; soliciting, planning, negotiating, administration and closeout; acquiring products and services in an efficient, cost-effective manner; and providing administrative support on contracts while developing technical expertise.

**Developmental** – Obtain and increase depth and breadth of experience in fixed price and cost reimbursement contracts to qualify for contracting positions of greater responsibility. Using innovative acquisitions business practices, conduct acquisitions activities that are vital to national security. Duties are similar to entry level but with limited guidance.

**Full Performance** – These positions require a five year contract term employment agreement. Work with Federal Acquisitions Regulations guidelines. Responsible for fixed price contracts as well as cost reimbursement contracts of varying complexity. Using innovative acquisitions business practices, conduct acquisitions activities that are vital to national security. Duties include: serving as an advisor to customers; performing planning functions; preparing and soliciting sole source and competitive solicitations; evaluating proposals; negotiating and awarding contracts; and performing the full range of contracts administration responsibilities. Delegations of procurement authority generally issued commensurate with applicable contracts experience and dependent on the requirements of a particular contracting activity. Opportunity to develop technical expertise for contracting positions of greater responsibility.
**Senior** - These positions require a five year contract term employment agreement. **Contract Term Agreement.** Required to immediately work with little or no direct guidance. Responsible for fixed price contracts as well as cost reimbursement contracts involving difficult cost and price analyses and negotiations strategies. Provide continuous oversight of complex contracts and acquisitions activities vital to the Agency's overall mission. May be assigned supervisory responsibilities depending on requirements of a particular contracting activity.

**Requirements:**

**Entry-level** officers generally have little to no acquisitions experience or are new college graduates. The applicant's cumulative GPA 3.0 or above. General administrative duties are required, and attention to administrative detail is a must. Business internship or business work experience is highly desirable.

**Experienced Officers** officers generally have three or more years of federal or military contracting experience and have proven technical competencies and conduct a wide range of acquisition life cycle activities from acquisition planning through contract award and subsequent closeout activities. “Cradle to grave”, cost plus, cost reimbursement, source selection, firm fixed price contracts cost and price analysis and negotiation experience is highly desirable.

**Required Qualifications for all Contract Officers:** Minimum requirements include an accredited bachelor's degree, preferably in business or business-related fields such as management, finance, economics, supply chain management, accounting or pre-law (other fields of study will be considered on a case-by-case basis). Candidates must possess strong analytic and critical-thinking skills, and must have exceptional customer service skills. Excellent written and oral communications skills and attention to administrative detail are required. Ability to multi-task in a fast paced environment is essential.

**Desired Qualifications for all Contract Officers:** Demonstrated experience and knowledge with the Federal Acquisition Regulation (FAR) guidelines and US Government contracting (which may include the Intelligence Community) are highly desirable. Additionally, an advanced accredited degree in Business, Public Administration or Law; designation as a Certified Federal Contracts Manager (CFCM), Certified Commercial Contracts Manager (CCCM), or Certified Professional Contracts Manager (CPCM); or Defense Acquisitions Workforce Improvement Act (DAWIA) certification are desirable.

**ALL POSITIONS REQUIRE RELOCATION TO THE WASHINGTON DC METROPOLITAN AREA.**

All applicants must successfully complete an on-line occupational and cognitive test, a writing sample, a thorough medical and psychological exam, a polygraph interview and an extensive background investigation. US citizenship is required.

To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last twelve months. The issue of illegal drug use prior to twelve months ago is carefully evaluated during the medical and security processing.

**Important Notice:** Friends, family, individuals, or organizations may be interested to learn that you are an applicant for or an employee of the CIA. Their interest, however, may not be benign or in your best interest. You cannot control whom they would tell. We therefore ask you to
exercise discretion and good judgment in disclosing your interest in a position with the Agency. You will receive further guidance on this topic as you proceed through your CIA employment processing.

**To Apply:**

Save the position(s) that interest you in the job cart. You can add up to four (4) positions. Job cart selections will only be retained during this site visit, so be sure to click “Apply Now” before closing the browser window. After clicking "Apply Now" you will be taken to the application account creation page. The positions will appear in the cart once you have created an account. **DO NOT** submit multiple applications; this will only slow the review of your application and delay processing. Please read the Application Instructions carefully before you begin the online application process.

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