General Position Information

Job Title: Deputy Assistant Director

Position Number: 13100

Position Grade: SNIS Professional Tier 1

Salary Range: NONE PROVIDED

Vacancy Open Period: 06/27/2022 – 07/12/2022

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: ODNI/NCTC/ITS

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant’s personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.

Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre Senior Service candidates and highly qualified GS-15s may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge
bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

**Major Duties and Responsibilities (MDRs)**

Provide strategic leadership, oversight, and guidance to line components responsible for technology research, technology planning, IT business operations, application delivery, cybersecurity, and IT Operations and Sustainment.

Convey ITS' vision to enable successful delivery of NCTC mission, goals, and objectives within the Strategy Cascade.

Establish essential programs, determine priorities, and oversee the execution of structured procedures to ensure optimal achievement and compliance with mission objectives.

Set up governance or decision making technical exchange meetings to address issues and pain-points with IT delivery.

Manage the administration of resource allocations to ensure adherence with mission objectives and provide innovative solutions regarding resource inequities.

Interact with managers to ensure compliance and collaboration with policies and in further development of the organizational culture.

Lead a professional staff, assess performance, oversee goal setting, and provide feedback on person and professional development. Interact with managers to ensure compliance and collaboration with policies which aides in developing the organizational culture.

Manage ITS' technical development and strategic vision, working closely with mission.

Represent the office to senior ODNI and IC officials as well as other major stakeholders for major events and emerging trends concerning counterterrorism and IT information sharing practices, procedures, and techniques.

Develop and sustain partnerships throughout the Center and across the IC.

**Mandatory Requirements**

Broad experience with identifying risks, developing mitigation plans, developing schedules and performance metrics to track adherence to planned IT deliverables.

Experience with negotiating and seeking the "win-win" with mission IT stakeholders and NCTC leadership

Solid understanding of cloud architecture, cloud migration and IT services delivered and maintained in the cloud

Superior knowledge of NCTC mission and how ITS supports the mission.

Extensive working knowledge of ITS operational plans, procedures, and programs.

Strong ability to evaluate ITS programs in order to analyze issues and make recommendations to leadership.

Strong strategic and tactical planning, critical thinking, and analytical skills in order to propose innovate solutions and implement change with resourcefulness and creativity.

Superior ability to balance responsibilities among project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.
Expert experience examining project successes and failures and making expert recommendations to improve products and services; demonstrate considerable ability to deal with service failures and prioritize customer needs.

Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively within the IC on complex issues requiring negotiation and consensus-building.

Demonstrated leadership skills and training consistent with organizational direction to develop and value a workforce representing a wide spectrum of diverse backgrounds.

Desired Requirements

Contracting Officer Level 1 Certification

Certified Agile Project Management Certification

Certified CIA or PMI Project Management or Defense Acquisition University Level II Certification

ITIL Foundations Certification

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

a. RESUME: Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. PERFORMANCE EVALUATIONS: Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. POSITION NUMBER: Reference the position number in the subject line of the email and on each document submitted.

d. COVER LETTER: Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Internal ODNI Cadre Candidates must submit an application through the classified JobsDNI website. For current employees who do not currently have access to internal systems, applications should be sent to either dni_coo_hrm_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.
All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3300.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.