General Position Information:

Job Title: Deputy Assistant Director for Supply Chain and Cyber Directorate

Position Number: 14390

Position Grade: SNIS Professional Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 10/28/2021 – 11/18/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/SCD

Duty Location: Bethesda, MD

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 a SNIS Professional Tier 1 cadre position in the ODNI.

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISL) employees and highly qualified GS-15 employees may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current Internal ODNI cadre.
• For a detaillee assignment:
  
  o Current Federal Government employees. (Current Senior Service employees at the same grade 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 or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.

A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

Major Duties and Responsibilities (MDRs)

Serve as the Deputy Assistant Director of the Supply Chain & Cyber Directorate (SCD) within the National Counterintelligence and Security Center (NCSC).

Assist the Assistant Director (AD) for SCD in leading the implementation of the strategic objectives for SCD that are tailored in support of the ODNI Strategic Plan.

Direct and oversee processes and decisions in an ODNI enabling or support function such as policy guidance, information management, financial analysis, operations, R&D, etc.

Create and sustain partnerships with other IC elements.

Lead the development and implementation of the ODNI Strategic Plan; oversee the build-out and execution of the plan by coordinating Mission and Vision Statements, Core Values, Goals and Objectives, and Integrated Initiatives; specifically, provide overarching guidance to the team and coordinate all phases of the effort with ODNI senior leadership at key decision points.

Lead and oversee the formulation, development, production and evaluation of a broad range of policies, processes, and guidance on supply chain and cyber subject areas, including mission enabling functions and intelligence oversight disciplines, and communicate these policies, processes, and guidelines to community stakeholders.

Direct the development and implementation of controls and policies to provide guidance to management officials, and coordinate internal and external initiatives to ensure alignment with key counterintelligence priorities.

Develop, evaluate, and analyze project proposals and action plans; determining impact on current resources, and forecasting resource needs.
Lead a professional staff, assess performance, oversee goal setting, and provide feedback on personal and professional development. Interact with managers to ensure compliance and collaboration with policies which aids in developing the organizational culture.

Maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas.

Ensure SCD’s internal budget and financial resources are effectively and efficiently implemented. Provide timely and full sharing of SCD activities across NCSC and leverage ongoing activities to identify efficiencies and inform SCD’s workflow.

Recruit, mentor, and manage the SCD workforce to deliver outcomes. Integrate ODNI cadre, detailees, assignees, and contractors into a cohesive team with a comprehensive understanding of current foreign intelligence threats to the US and our allies that actively develops 21st century solutions.

Provide staff guidance, assess performance, oversee goal setting, and give feedback on personal and professional development. Mentor and encourage government staff to lead initiatives and gain career enhancing experience.

**Mandatory and Educational Requirements**

Expert knowledge of and familiarity with ODNI and IC Counterintelligence and Security activities, missions, goals, and objectives.

Superior understanding of the executive/legislative decision-making process. Excellent communication skills, both written and oral, and demonstrated ability to produce clear, logical, and concise products.

Outstanding interpersonal skills and ability to work effectively, independently, and in a team or collaborative environment addressing controversial issues.

Strong analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.

Strong Managerial skills leading multidisciplinary teams of personnel including cadre, detailees, assignees, and contractors at varying skill levels.

Excellent understanding of federal budget, acquisition, and resource processes to inform internal resource decisions as well as federal acquisition stakeholders.

**Desired Requirements:**

Past experience working with SCRM-related entities within the US Government.

Understanding of the federal acquisition process and the relation to key supply chains.
Key Requirements and How To Apply:

Internal ODNI Cadre 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. **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](http://www.jobsdni.gov). 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 should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both hoylegr@dni.ic.gov (Greta H.) and moreype@dni.ic.gov (Peter M.) in lieu of the group address above.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.

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.

All attachments should be in Microsoft Word or Adobe PDF format.

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

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

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

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 Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_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. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.