General Position Information

Job Title: 16368 - Executive Director - SNIS Executive No Tier

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 04/03/2020 – 05/01/2020

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: DNI/NCPC/ODIR

Duty Location: McLean, 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 Executive No Tier 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

Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.

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 GS 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 National Counterproliferation Center (NCPC) coordinates strategic planning with the Intelligence Community (IC) to enhance intelligence support to the United States (U.S.) efforts to stem proliferation of weapons of mass destruction and related delivery systems. It works with the IC to identify critical intelligence gaps or shortfalls in collection, analysis, or exploitation; and develop solutions to ameliorate or close these gaps. It also works with the IC to identify long-term proliferation threats and requirements and develop strategies to ensure the IC is positioned to address these threats and issues. NCPC reaches out to elements both inside and outside the IC and the U.S. Government (USG) to identify new methods or technologies that can enhance the capabilities of the IC to detect and defeat future proliferation threats.

Major Duties and Responsibilities (MDRs)

- Lead and manage programmatic initiatives and the daily operations of NCPC, and collaborate with senior officials within NCPC and across ODNI to ensure strategic alignment with the mission, goals, and objectives.
- Oversee, manage, and guide the Center's complex personnel mix, budget planning and execution, procurement and operation of information technology solutions, conduct of training and development for a diverse and complex workforce, facility management and logistic requirements coordination and other actions needed to enhance the Center's operations.
- Provide direct support to the Director and Deputy Director of the National Counterproliferation Center on a myriad of complex issues, activities and programs that affect the entire ODNI, IC and other federal agencies.
- Lead and provide guidance and direction to the Chief of Staff on a wide variety of Center-wide programs and DNI initiatives, as well as cross-Center governance bodies that set strategic direction for the organization.
- Lead and provide guidance and direction to the Chief, Resource Management on a wide variety of Center-wide budgetary initiatives and RDI program strategies, to include financial management and execution, program assessment, CBJB and other performance measurement reporting.
- Lead a professional staff, assess performance, and oversee goal setting, and provide feedback on personal and professional development, including the Executive Secretariat, and other functions that report to the Office of the Director of NCPC.
- Maintain effective working relationships with ODNI and IC components to address issues that span multiple program areas, such diversity and inclusion, integration of new personnel, etc.
- Represent the Director and Deputy Director in numerous ODNI and IC fora, as well as with the National Security Council and Congress.
- Lead, manage and drive the ODNI core values of Commitment, Courage and Collaboration, and lead through example to ensure the efficient use of personnel and funding resources while maintaining ODNI commitment to diversity and opportunity.

Mandatory and Educational Requirements

- Demonstrated expert-level knowledge or experience in program and project management or business administration, as well as the ability to manage complex strategic tasks and daily business operations.
- Excellent organizational, managerial, and leadership skills, including the ability to effectively manage the professional development of staff employees.
- Extensive knowledge of both the IC and ODNI budgetary requirements, personnel regulations, and resource allocation policies and procedures.
• Strong strategic and tactical planning, critical thinking and analytical skills required to propose innovative solutions, advocate for outcomes and implement change with resourcefulness and creativity.
• Proven ability to coordinate, network, communicate and exert influence effectively at all levels across the ODNI and the IC to achieve desired outcomes.
• Excellent oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.

Desired Requirements
• Prior experience leading support service organizations
• Prior experience conducting oversight of acquisition programs

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. For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@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 majettm@dni.ic.gov (Maya M.) and ZACKERN@dni.ic.gov (Natalia Z.) in lieu of the group address above.

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 703-275-3663.
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: 703-275-3663; Email: Recruitment_TeamD@dni.gov

Other Information

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 703-275-3799 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.