General Position Information

Job Title: 16785- CP Interdiction Capabilities Coordinator– GS-14

Salary Range: $121,316 – 157,709 (not applicable for detailees)

Vacancy Open Period: 10/26/2020 – 11/24/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCPC

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 GS-14
- 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

Current GS employees at the same grade as the advertised position grade 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 ODNI permanent cadre.

- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade 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 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, plan, develop, and oversee the implementation of strategies, initiatives, and plans that address difficult or challenging problems related to proliferation and interdiction of weapons of mass destruction (WMD), delivery systems, and disruption of proliferation networks.
- Integrate IC and interagency capabilities to address global WMD and delivery system proliferation threats.
- Serve as an interdiction subject matter expert responsible for supporting the Office of the Director of National Intelligence (ODNI) and the Intelligence Community (IC) in countering the threats caused by proliferation of WMD.
- Lead, initiate, cultivate, and maintain productive working relationships within the ODNI, IC, US Government, and with foreign counterparts to integrate and advance national and international partner counterproliferation efforts in support of interdiction and disruption strategic objectives.
- Lead the identification and development of relationships with interdiction and disruption experts in academia, national laboratories, private organizations, research entities, and private industry to identify partnership opportunities that promote innovative projects designed to enhance interdiction and disruption and address proliferation networks of concern.
- Plan, promote, and share information and knowledge within ODNI and with other government agencies, and effectively recognize, value, build, and leverage diverse and collaborative networks within these organizations.
Mandatory and Educational Requirements

• Excellent oral and written communication skills and demonstrated ability to filter and synthesize data, and produce clear, logical, and concise products.

• Excellent interpersonal, organizational, and management skills to conceptualize and effectively lead complex projects with limited supervision; strong ability to synthesize and represent agency equities to the community on complex issues.

• Demonstrated ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions, and implement change.

• IC experience demonstrating strong insight into the IC’s structure, roles and responsibilities, and intelligence capabilities.

• Demonstrated strong interpersonal, negotiation, and leadership skills, and ability to exert influence and build consensus.

• Demonstrated ability to exercise independent judgment on time-sensitive issues, and to work independently and collaboratively.

• Demonstrated ability to lead interagency planning efforts for complex interagency projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully completed.

Desired Requirements

• Demonstrated knowledge of the mission, strategy, and requirements of the national focal point for interdiction and the guiding principles for U.S. government efforts on interdiction of WMD and related delivery systems.

• Strong working knowledge of the IC and the U.S. government counterproliferation mission, objectives, and interdiction- and disruption-related programs, policies, legislation, reports, and strategies of relevant U.S. government agencies.

• Strong working knowledge of WMD and delivery system development requirements, awareness of necessary components and technologies, and geopolitical trends in WMD and delivery system development.

• Demonstrated strong analytic and critical thinking skills, including superior ability to think strategically, to identify intelligence and capabilities requirements, and to develop innovative recommendations and solutions to address WMD proliferation and networks of proliferation concern.

• Experience in multi- or interagency working groups and their integration requirements.

• Joint duty experience.

• Experience with National Security Council forums.
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_HRM_HR_OPS_TEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@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 sandmaj@dni.ic.gov (Jonathan S.) and aclaalb@dni.ic.gov (Alex A.) in lieu of the group address above.

Applicants from federal agencies outside the IC Applying for a Detail Assignment:

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. **VACANCY NUMBER**: Reference the vacancy 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.

e. **SF-50 (if applicable)**: Current or former Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applicants from federal agencies outside the IC should be sent to either DNI_COO_HRM_HR_OPS_TEAM_D_WMA@cia.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both sandmaj@dni.ic.gov (Jonathan S.) and aclaalb@dni.ic.gov (Alex A.) 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 AS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.