General Position Information

Job Title: 17389 – Issue Manager, Delivery Systems - GS-15

Salary Range: $121,316 - $170,800 (not applicable for detailees)

Vacancy Open Period: 05/26/2020 – 05/26/2021

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: NCPC/NIM

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-15 cadre position.

Who May Apply

Current GS employees at the same grade as or one grade lower than the advertised position grade 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)

- As NCPC's senior advisor for WMD-related delivery systems and weaponization issues, advise NCPC seniors on issues affecting the enterprise including resource and capability issues, products, and programs. Provide expert analyses and recommendations to support their decision making.

- Oversee the development and implementation of a comprehensive, proactive strategy to counter the proliferation of WMD delivery systems and weaponization efforts.

- Examine, identify, monitor, and lead collection, analytic, and CP resource assessments to determine critical intelligence gaps, and provide innovative mitigation strategies and solutions against high-priority delivery systems and weaponization issues.

- Develop and execute after-action reviews and conduct studies to influence collection and analysis, policy development, and strategy implementation related to delivery systems and weaponization issues.

- Develop IC-level investment strategies, and evaluate and champion proposals to ensure sufficient fiscal planning and resources for analysis and collection against WMD delivery systems and weaponization-related issues.

- Liaise with community officials to initiate outreach programs and ensure resources and priority attention is given to WMD delivery systems and weaponization-related analysis and collection.

- Brief senior officials and other major stakeholders regarding analytic enterprise issues and emerging trends concerning WMD delivery systems and weaponization-related collection and analysis.

- Collaborate with Office of the Director of National Intelligence leadership to develop innovative approaches, and provide structured recommendations focused on the advancement of collection and analysis against the proliferation of WMD delivery systems and weaponization efforts.

-Lead a professional staff, assess performance, oversee goal setting, and provide feedback on personal and professional development. Coordinate with NCPC and ODNI managers to ensure compliance and collaboration with policies that aid in developing the organizational culture.
Mandatory and Educational Requirements

- Expert knowledge of the IC’s architecture as related to analysis, collection, WMD-related delivery systems and weaponization issues, and emerging trends across multiple analytic disciplines.
- Expert knowledge of WMD delivery systems and weaponization, including foreign developments, research, scientific and technical advancements, and denial and deception capabilities.
- Superior ability to identify emerging trends and strategic issues, and incorporate these into strategic plans for NCPC and the CP mission.
- Expert knowledge of technical collection capabilities related to requirements, exploitation, analysis, and emerging trends for WMD delivery systems and weaponization.
- Expert knowledge of IC organizations, mission posture, structures, capabilities, processes, and policy development.
- Strong analytic and critical thinking skills, including superior ability to think strategically, to identify intelligence requirements, and to develop innovative recommendations and solutions.
- Excellent oral and written communication skills, and demonstrated ability to communicate organizational vision, mission, and plans, and to logically analyze, synthesize, and evaluate multiple sources of information into clear and concise products.
- Superior interpersonal, negotiation, leadership skills, and ability to exert influence and build consensus.
- Superior ability to exercise independent judgment on time-sensitive issues, and to work independently and collaboratively.

Desired Requirements

None

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_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 kurtjen@dni.ic.gov (Jen K.) 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 703-275-3900 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.