General Position Information

Job Title: 18602 - Deputy Director for Operations Support, NCTC/DOS, SNIS Professional Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 2/10/2020 – 2/25/2020

Position Type: Cadre only

Who May Apply: Internal ODNI Candidates only

Division: NCTC/DOS

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 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

Current GS employees at the same 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 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 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)

- Ensure NCTC’s overarching strategic vision is met within the directorate by: developing the directorate’s annual strategic implementation plan; ensuring best application and use of resources to meet mission intent; coordinating or overseeing all incoming tasks, directing or monitoring other projects and programs; initiating and engaging in meetings; providing daily mentoring and guidance to the directorate’s group chiefs; serving as a rater and reviewer of Directorate officers; managing communications that drive messaging and ensure stakeholders’ grasp on the latest progress and status of the directorate; providing leadership in the day-to-day management of high-level personnel matters, specific to employee morale and other issues that drive/ensure mission achievement; acting on behalf of the Director in the day-to-day management of all directorate activities and serving as acting Director in the Director’s absence.

- Provide organizational representation on behalf of NCTC and the directorate relative to terrorism situational awareness, information sharing with federal, state, local and territorial entities, crisis management and response planning, continuity of operations/government planning, intelligence support to exercises and special events, and execution of the ODNI Special Events Intelligence Coordinator mission.

- Serve as NCTC and U.S. Government liaison on directorate matters; host tours and high level U.S. Government and foreign counterpart visits and meetings; attend selected NCTC senior leadership meetings and represent directorate interests; as well as, provide advice and guidance to NCTC and other senior leaders relative to directorate matters to ensure informed decisions are being made to enhance mission success.
• Ensure all directorate personnel are appropriately challenged, rewarded, and given the support and tools they need to succeed. Ensure subordinate supervisors/managers provide employees with individual development plans, performance feedback, access to training and career development opportunities, make regular contact with Department and Agency (D/A) home offices of rotational employees, and consult D/A seniors as needed to support employees’ career development. Be responsive to issues identified by the workforce.

Mandatory and Educational Requirements

• Extensive understanding of the organizations, missions, processes, and functions of the U.S. CT Community.

• Understanding of the nation’s counterterrorism challenges with the ability to formulate strategic approaches to overcome those challenges.

• Demonstrated ability to translate undifferentiated direction, goals, and intent into particularized unit-level tasks and actions with minimal direction.

• Demonstrated executive leadership and managerial capabilities within a highly diverse work environment, including the demonstrated ability to effectively direct tasks, assess and manage performance, and support personal and professional development of all levels of personnel.

• Demonstrated program management, analytic, and critical thinking skills, including the demonstrated ability to conduct program and management assessments, to identify needs and requirements, and to develop non-linear process improvement recommendations for implementation across the IC.

• Demonstrated communication skills, including the demonstrated ability to exert influence with senior leadership and communicate effectively with people at all staff levels, both internal and external to the organization.

• Demonstrated ability to coordinate, network, communicate, and collaborate with interagency customers and mission partners including the IC, law enforcement organizations, Department of Defense, counterterrorism responder organizations at the national level, and stakeholders at the state, local, and territorial levels.

• Demonstrated ability to provide expert advice to the highest management levels inside and outside the CT community on the most complex, sensitive, and controversial substantive or programmatic topics; and apply discretion in handling sensitive CT, personal, and/or proprietary information.

• Executive experience in facilitating and executing crisis and continuity operations within a CT context and coordinating collaborative, mutually supportive operations between and among inter-agency operations centers.
Experience in designing intelligence products that provide daily and event-by-event situational awareness for senior intelligence consumers.

Demonstrated experience in annual strategic, financial and human capital resource planning and execution, including development and application of related metrics.

Desired Requirements
None

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. **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.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both faulkti@dni.ic.gov (Tiffany F.) and mcreyka@cia.ic.gov (Kathy M.) in lieu of the group address above. 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.

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.**
Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **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.

c. **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.

d. **VACANCY NUMBER**: Reference the vacancy number in the subject line of the email and on each document submitted.

e. **CURRENT SF-50**: Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.

f. **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**: Applications should be sent to either
DNI_COO_TM_HR_OPS_TEAM_C_WMAM@cia.ic.gov (classified email system) or
Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both faulkti@dni.ic.gov (Tiffany F.) and mcreyka@cia.ic.gov (Kathy M.) in lieu of the group address above. 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.

**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 703-275-3955.

**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: 703-275-3955; Email: Recruitment_TeamC@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.