General Position Information

Job Title: 30230 – Business Operations Group Chief, NCTC/ODIR/EMO - GS-15

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

Vacancy Open Period: 10/22/2020 – 11/6/2020

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/ODIR/EMO

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.
- 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 or one grade lower than 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 or one grade lower than 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 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)

• Seeking motivated and energetic leader to manage the business operations of the National Counterterrorism Center to include managing shared services provided through ODNI Chief Financial Executive.

• Under the direction of the Assistant Director for Enterprise Management, oversee the Center's budget, resource, and contract planning and execution efforts. Manage NCTC resource planning &programming efforts, working with NCTC senior leaders and the COO on the Center's equities across all business and operational areas.

• Lead the discussion of strategic budget priorities among the Directorates and Offices at key decision points. In conjunction with Plans and Budget, draft and/or review budget requests, impact statements, and responses to resource reductions, Questions for the Record from OMB or Congress, and inquiries from other oversight bodies.

• Manage the Center's space allocations, logistics, and coordinate NCTC's IT requirements and actions. Work with the ODNI/Mission Support Division, Missions Systems, and Directorate of Operations Support to maintain a facilities infrastructure to support NCTC's continuity of operations and disaster recovery.

• Serve as one of the Center's Accountable Officer, responsible to D/NCTC to manage NCTC's property transactions for ODNI accountable property. Maintain records concerning property receipt, storage, issuance and disposition. Conduct quarterly and annual inventories. Oversee NCTC's accountable property Responsible Officers in the execution of their duties. NCTC business operations include:

• Oversee acquisitions and procurement activities in support of NCTC missions and operations.

• Monitor and evaluate the progress and outcomes of operational performance plans and identify potential threats or opportunities.
• Lead, plan, organize, staff, and monitor specific acquisition programs to ensure they meet cost, schedule, and performance requirements throughout the life cycle and maintain accountability for accurate and credible cost, schedule, and performance reporting.

• Establish and oversee a risk management approach to ensure program success.

**Mandatory and Educational Requirements**

• Experience: COTR Level I Certification;

• Education: Bachelor’s Degree or equivalent relevant work experience. 24 hours of finance, accounting or other relevant business courses.

• Expert understanding of financial and budget processes, acquisition and procurement activities. Deep understanding of preparation and execution of project and organization budgets. Superior ability to oversee procurement and contracting to achieve desired results; ability to monitor expenditures and analyze cost-benefits to set priorities.

**Desired Requirements**

• COTR Level II and Project/Program Management Advanced/Expert Level certification or equivalent.

**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 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-MSD-HR-RR-Team_C_WMA@dni.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 wheelke@dni.ic.gov (KenW.) and harrmaa@dni.ic.gov (MarthaH.) 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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **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.

e. **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-MSD-HR-RR-Team_C_WMA@dni.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 wheelke@dni.ic.gov (KenW.) and harrmaa@dni.ic.gov (MarthaH.) 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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.