



## General Position Information

**Job Title:** HJ206 - Chief, Executive Secretariat - GS-15

**Salary Range:** \$134,789 - \$164,200

**Vacancy Open Period:** 02/07/2019 – 02/21/2019

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** EXSEC/EXSEC

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

## 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 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.

## Component Mission

The Executive Secretariat (ExecSec) serves as the central coordination function for internal and external correspondence for the Director of National Intelligence (DNI), Principal Deputy DNI (PDDNI), Deputy DNI for Intelligence Integration (DDNI/II), and Chief Operating Officer (COO). ExecSec performs formal tasking and dissemination of ODNI front office correspondence, ensures high quality standards and timely dissemination of responses from senior leadership, and develops and maintains standard operating procedures for formal tasking, staffing/coordination, and final vetting for approval of front office correspondence.



## Major Duties and Responsibilities (MDRs)

- Manage the response, preparation, coordination, and tracking of actions generated internally within ODNI and received from external entities, and coordinate the delegation and completion of priority activities on behalf of the DNI FO leadership.
- Ensure DNI FO leadership correspondence and other communications meet high quality and timeliness standards, and adhere to established formats.
- Review, distribute, and maintain official records for DNI FO correspondence and actions; coordinate archiving of official DNI leadership records with Office of Management and Budget's National Archives and Records Administration.
- Oversee DNI FO Security Control Officer and management of sensitive White House documents and other highly classified materials.
- Serve as the dispatch point for the President of the United States speech fact check process, the Joint Intelligence Community Council, Executive Committee, and Deputy Executive Committee meeting information and correspondence.
- Direct day-to-day management of ExecSec office activities including the development and execution of spend plans and budgets, IT equipment and software, and development and maintenance of action tracker applications and databases.
- Liaise with senior White House staff, DNI leadership and staff members, and other high level officials throughout the IC and United States government to build collaborative relationships, address and resolve communications, and other administrative matters.
- Lead, supervise, and direct a team of government staff officers including performance assessments and professional development; management of contracts, detailee agreements, and IC personnel rotations.

## Mandatory and Educational Requirements

- Extensive experience working directly with the ODNI Front Office including the Director of National Intelligence, the Principal Deputy Director of National Intelligence and their respective staff.
- Superior sound judgment and critical thinking abilities demonstrated through leadership of complex projects and management of competing priorities in a dynamic, fast-paced environment.
- Superior communication skills, including the superior ability to clearly convey complex information both in writing and orally.
- Superior interpersonal, supervisory and team building skills to lead and foster a diverse, collaborative work environment.
- Superior collaboration and consensus building skills as demonstrated by the ability to work across multiple organizations and with personnel at all organizational levels.



- Expert knowledge of the ODNI structure, policies, and procedures as well as the IC structure and member's roles and capabilities.

## Desired Requirements

None.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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\\_A\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith H.*) and [mccreaz@dni.ic.gov](mailto:mccreaz@dni.ic.gov) (*Zina 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 703-275-3799.



## 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: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.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.**