



General Position Information

Job Title: Assistant Site Security Manager, U.S. Embassy Beirut

Position Number: HV367

Position Grade: GS-15

Salary Range: \$122,530 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 09/24/2021 - 10/15/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ODNI/NCSC

Duty Location: Bethesda, MD

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 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 or one grade lower 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 mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

The ODNI/NCSC Center for Security Evaluation (CSE) integrates Intelligence Community (IC) advice and requirements to the Department of State (DoS) to assist in carrying out the Secretary's statutory responsibility to develop and implement policies and programs for the protection of US posts abroad, their personnel, and national security information.

Major Duties and Responsibilities (MDRs)

CSE is seeking a security specialist to lead the Beirut Embassy on-site efforts. The selectee shall perform security administration work which does not fall under "Personnel Security Specialist". This would include positions performing work in two or more functional security areas other than in industrial security.

Lead and oversee the security planning and management for the construction of United States (US) diplomatic facilities abroad in critical threat environments and for domestic facilities requiring high levels of security to ensure that technical, physical, procedural, and transit security elements are successfully addressed.

Lead, plan, coordinate, and provide direction to Department of State (DoS) planning and construction teams, domestic construction teams, technical security staffs, and general contractor security staffs to ensure adherence to construction plans.

Lead the planning, coordination, and preparation of Office of the Director of National Intelligence's (ODNI) strategic and tactical planning efforts and use the developed plans to ensure the sound security of construction projects in critical threat environments.

Lead, plan, and direct the development and review of security plans, procedures, and countermeasures for on-going and proposed projects in the areas of domestic and overseas building construction and transportation issues.



Oversee the identification, analysis, and mitigation of risks in dynamic and unpredictable construction projects.

Lead the planning and execution of construction security plans in compliance with DoS, Intelligence Community (IC), and the Overseas Security Policy Board (OSPB) security requirements.

Lead, plan, and facilitate construction coordination and issue resolution meetings to ensure that IC best-practice methodologies are implemented in the construction of US diplomatic facilities abroad. Identify and evaluate risks and vulnerabilities and advise management and the IC of their impact.

Lead the planning, coordination, and facilitation of meetings with senior ODNI officials to provide security status reports and structured recommendations for improving ODNI's effectiveness in providing security for current facility construction projects in critical threat environments.

Lead, initiate, cultivate, and maintain productive working relationships with security colleagues, IC security experts, senior Foreign Service staff, construction personnel, and ODNI management to provide security briefings, status reports and structured recommendations regarding the security of construction projects.

Serve as the Assistant Site Security Manager for the Beirut Embassy construction project, which includes overseeing all site security matters.

Mandatory and Educational Requirements

Expert knowledge of domestic IC and DoS overseas building operations and diplomatic security systems, standards, and requirements, including technical, physical, procedural, transit security elements, and technical security countermeasures.

Expert knowledge of construction security policies related to domestic and DoS overseas facilities, including superior ability to manage, analyze, and synthesize classified material regarding security standards, policies and procedures.

Superior foreign field experience in security, program management, and/or other IC security activities as well as availability for foreign and domestic travel.

Superior ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

Superior ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills.

Expert knowledge of physical security in an overseas diplomatic environment and of overseas construction security standards (OSPB, Director of Central Intelligence Directive, and IC Directives).

Expert knowledge of IC components, security programs, processes, practices, and methodologies, as well as expert knowledge of how physical and technical security is incorporated into US facilities both domestic overseas.

Superior ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on security programs and issues; superior ability to tactfully express ideas or opinions to senior leaders, customers, contractors, and other stakeholders.



Minimum Qualifications

Must be available for foreign field assignment to Beirut.

Successful completion of field administration and general services officer training.

Ability to work with minimal supervision in a fast-paced and constantly changing environment.

Strong communication skills, both verbal and written.

Demonstrated discretion, sound judgment, and excellent interpersonal skills.

Desired Requirements

Arabic or French is not required but highly desired.

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.

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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

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. Please disregard if you are not a Federal Government employee.
- 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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

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.

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: 301-243-1318; Email: Recruitment_TeamB@dni.gov.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

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 EEOC 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.**