



General Position Information

Job Title: Chief of Strategy

Position Number: 13103

Position Grade: GS-15

Salary Range: \$126,233 - \$176,300 (not applicable for detailees)

Vacancy Open Period: 06/10/2022 – 06/25/2022

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: DNI/NCTC

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

- For a cadre assignment:
 - Current ODNI permanent cadre 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 will be assigned to the position at the employee's current GS 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)

Serve as a member of the ITS Senior Leadership Team (SLT)

Develop near/mid/long term strategy documents to support the foundation of the newly realigned ITS organizational structure.

Develop, monitor, review and report on ITS strategic activities.

Conduct assessments to capture ITS's progress towards mission and enterprise objectives, and provide analysis and recommendations to ensure strategic alignment in furtherance of NCTC's mission.

Provide regular reports and share the results with the ITS workforce and other stakeholders.

Provide guidance to needs/requirements and resource/investment planning and programming staff elements and activities.

Coordinate, review and synthesize substantive inputs in support of strategic planning and ITS's front office activities.

Support cross-center working groups and strategic activities.

Act as liaison with NCTC elements and other agencies to ensure alignment of strategic activities.

Lead the development of initiatives that will improve partnerships, promote best practices, and foster integration and collaboration in furtherance of NCTC's strategic vision.

Advise and engage senior ITS leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; lead and oversee the communication of emerging strategic issues and trends and make recommendations for improvements.

Cultivate a diverse, equitable, and inclusive environment and be a role model for inclusive language and behavior by respecting and acknowledging others' personal and cultural background(s), identities, opinions, and experiences; and by promoting collaboration, flexibility, fairness, and transparency.

Develop analysis of program alternatives



Mandatory and Educational Requirements

Demonstrated program management, analytic, and critical thinking skills, including the ability to conduct program and management assessments, identify needs and requirements, and develop process improvement recommendations.

Demonstrated experience in providing leadership, oversight, and guidance to the effective management of complex projects; in managing and mitigating risks, assessing customer requirements, identifying dependencies, and developing responsive project plans.

Demonstrated ability to balance responsibilities among project activities; ability to manage transitions effectively from task to task, adapting to changes in priorities.

Excellent interpersonal, organizational, and problem-solving skills.

Superior ability to perform thorough work and conscientious about attending to detail.

Ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.

Demonstrated ability to coordinate, network, and communicate across the organization, mission partners and commercial/private sector.

Superior oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels

Superior ability to perform thorough work and conscientious about attending to detail.

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. **POSITION NUMBER:** Reference the position 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: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDN](#) website.* For current employees who do not currently have access to internal systems, applications should be sent to



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either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 703-275-3888

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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.



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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 Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_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.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.