



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

Job Title: 15376 - Deputy Group Chief, Capability Delivery Group, NCTC/MS - GS-15

Salary Range: \$134,789 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 12/21/2018 – 1/11/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/MS

Duty Location: Reston, 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 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 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 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)

- Provide leadership and/or oversight to complex IT projects or programs that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure alignment with strategic or corporate objectives; lead the definition and review of customer and stakeholder requirements; ensure plans and schedules are developed and followed throughout the life of the project.
- Develop analysis of program alternatives.
- Lead and guide the resolution of issues in project plans and schedules based on a clear understanding of customer requirements and information on project cost, schedule, quality, and performance; provide expert oversight of cost and resource estimates; participate in budget planning activities and develop cost estimating strategies for future projects.
- Provide leadership and/or oversight to the successful execution of spend plans and assess variances from cost and schedule baseline; oversee the reallocation of resources in response to change considering impact to project cost, schedule, and quality of deliverables.
- Provide leadership, guidance, and oversight to project implementation and quality assurance by effectively evaluating and monitoring cost, schedule, and performance, assessing variances from the plan, and overseeing the execution of necessary corrective actions; lead project performance reviews and control gates, gather important information, and make authoritative decisions about required next steps; oversee the development and maintenance of appropriate project documentation.
- Manage the expectations of senior-level customers and ensure the delivery of quality products and services; lead the examination of project successes and failures and develop solutions to improve products and services.
- Provide leadership and guidance to the identification and mitigation of project risks by identifying the risk tolerances of senior-level customers and other stakeholders to determine overall acceptable levels of risk;



conduct risk analysis to identify and prioritize risks; characterize threats and opportunities to determine mitigation strategies.

- Lead project teams to ensure project is completed on time, effectively apply team building and coaching techniques, and exchange project or technical information with team members and contractors at formal and informal meetings.
- Oversee the work of team members; monitor work activities to ensure counterintelligence and security policies and procedures are followed; provide help or assistance to team members or others when needed; communicate needs and requirements to project team members.
- Based on assignment, may lead all aspects of contract management and oversight to include leading competitions and contract renewal from beginning to end; work closely with mission customers, organizational management, and the Contracting Officer (CO); serve as the Contractor's principal point of contact for technical management after contract award; direct and coordinate technical and program issues, establish objectives, develop requirements, establish schedules, estimate costs, develop budgetary controls, monitor technical aspects of the contract, and monitor the contractor's performance; work closely with the CO to assist in contract negotiations, including determining viable options for cost.

Mandatory and Educational Requirements

- Effective leadership and management skills, gained through previous assignments in formal and informal leadership roles; Coupled with the ability to effectively define and communicate organizational vision, objectives, initiatives, and the ability to motivate, measure, and reward the workforce. Address training and career development needs of individuals, teams or organization to achieve strategic organizational objectives. Ability to anticipate the changing demands for skills and plans to meet the future needs of the organization
- Ability to be an agent for change at an Enterprise level, demonstrated by building commitment and allocating resources to make positive change happen. Additionally by developing or designing processes, structures, reporting relationships, roles and responsibilities in support of change. Familiarity with designing or participating in the design of a transition strategy and communications campaign for change, and in the execution of the developed strategy.
- Demonstrated success in formulating and executing complex resource plans in support of a short and long-term strategy to include the development of evaluation criteria, categorization of activities and prioritization of investments. Key experiences should include substantial knowledge of the budget lifecycle, financial execution, procurement and contracting processes within the Federal Government.
- Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment.

Desired Requirements



- Proven corporate collaborative approach to problem solving (e.g. resource constraints, Congressional Inquiries, business Process initiatives, major stakeholder concerns, etc.). Solutions should consider the short and long term implications to NCTC's Mission and organizational structure, as well as those of the IC and other government agencies for which business is conducted.
- Demonstrated knowledge of the end-to-end development of integrated systems and successful experience with implementation of Mission Systems utilizing an Agile methodology. This experience should also include considerable knowledge of information technology security and CI policies/procedures as they relate to the CIA.
- Proven ability to achieve consensus and forge coalitions across organizational boundaries to execute critical programs.

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 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_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 saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) 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 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.
- 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-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 saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) 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.



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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

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, by unclassified email at 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.**