



General Position Information

Job Title: Executive Support Assistant – Senior

Position Number: 15928

Position Grade: GS-14

Salary Range: \$103,690 - \$159,286

Vacancy Open Period: 11/15/2021 – 11/23/2021

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: MI/NIMC

Duty Location: McLean, Virginia

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-14 cadre position.

Who 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.
- 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 Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

Major Duties and Responsibilities:

Plan and manage the senior executive's calendar and evaluate email and correspondence to determine and prioritize action items and coordinate responses within established deadlines.

Manage and lead programmatic initiatives and the daily operations of the organization and collaborate with office leadership to ensure strategic alignment with the mission, goals, and objectives of the ODNI.

Manage personnel, training, budget, contract administration policies and procedures, as well as, information technology, facilities, equipment, and logistics to foster successful achievement of the organization's mission.

Develop and execute agency-wide operational procedures, business practices, and communicate to all personnel.

Analyze, evaluate and organize material received for appropriate referral; compose, coordinate and consolidate recurring reports; review written product for compliance with Agency procedures.

Facilitate human resources planning and personnel actions and work closely with ODNI/Human Resources (HR) to plan, implement, and monitor actions and new HR initiatives.

Coordinate tasking responses, work activities, assignments, and projects internal to the organization, within the ODNI, and across the IC, ensuring the effective completion of initiatives and requirements.

Lead, coordinate organizational action processing, standard operating procedures and processes, file maintenance and record-keeping, and morale, welfare, and recreation activities.

Manage, and distribute corporate communications ensuring workforce awareness of IC, ODNI, and organizational programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership.

Manage, liaise and maintain effective working relationships with other ODNI Chiefs of Staffs, ODNI components, and within the organization to address issues that span multiple mission or program areas.

Execute internal business management processes for the organization; ensure management and staff are kept abreast of emerging developments.

Mandatory Requirements:

Demonstrated ability to manage competing priorities while maintaining a high level of attention to detail; demonstrated ability to work effectively with ODNI's leaders in a highly active, fast-paced, and demanding organization.



Demonstrated organizational, managerial, and leadership skills, including ability to effectively manage the professional development of staff employees.

Extensive knowledge of the IC and ODNI budgetary process, personnel regulations, contract regulations, and resource allocation policies and procedures.

Demonstrated strategic and tactical planning, critical thinking, and analytical skills in order to propose innovative solutions and implement change with resourcefulness and creativity.

Demonstrated ability to coordinate, network, and communicate across the ODNI, IC and U.S. Government agencies.

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

Demonstrated ability to plan, organize, schedule, and prioritize the organizational staff work load.

Demonstrated ability to establish goals, manage workflow, and identify professional development needs for employees.

Demonstrated leadership skills and training consistent with organizational direction to develop and value a workforce representing a wide spectrum of diverse backgrounds.

Desired Requirements:

Excellent ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels across the IC.

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.



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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

WHERE TO SUBMIT: *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-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamD@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 703-275-3663.

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 703-275-3663; Email: Recruitment_TeamD@dni.gov

Other Information

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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



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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 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.**