



General Position Information

Job Title: 29537 - Director, Science and Technology Division - SNIS Executive Tier 1

Salary Range: \$\$ (not applicable for detailees)

Vacancy Open Period: 03/05/2019 to 04/03/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CMO

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.

This is an opportunity for:

- An internal candidate to fill a SNIS Executive Tier 1 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

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) and highly qualified GS-15 candidates 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. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) and highly qualified GS-15 candidates 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

S&E Directorate: Strategy and Engagement sets the strategy for the future, and ensures that the IC's current focus is aligned with IC strategies to drive national security outcomes. We position the IC to achieve our future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovation; re-imagining data management in the digital age; establishing clear policy and direction; and actively engaging with our overseers and the public.

Transformation & Innovation Component: Identifies emerging challenges and threats that may affect our intelligence capabilities over the long term; spurs cross-IC innovation, creativity and investment to address those threats and advance Community priorities; and leads transformational IC-wide initiatives that will drive the IC toward our future goals and strategy.

Science and Technology Division: Provide strategic leadership of the Intelligence Communities Science and Technology community to advocate for S&T activities and workforce and to apply science and technology to solve intelligence problems.

Major Duties and Responsibilities (MDRs)

- Lead, manage, and direct a professional level staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.
- This position serves as the director of the science and technology division within the Transformation and Innovation component. This position manages the daily operations of the science and technology division within TI.
- Assist the ADNI/TI leading legislatively and policy mandated activities including
 - Formulating a long-term strategy for scientific advances in the field of intelligence
 - Advising on science and technology elements of the budget
 - Coordinate advances in research and development related to intelligence
 - Conducting annual program reviews of NIP S&T activities to assess progress against IC S&T planning objectives and critical intelligence problems
- Represent the ODNI at government and IC wide events including meetings at the National Intelligence Science and Technology Committee, National Security Council, White House Office of Science and Technology Policy, and more.
- Develop a communications strategy for working with the entire IC S&T community.
- Assisting the Strategic Initiatives division with science and technology needs to fulfill its goals.
- Work with the National Academy of Sciences to ensure scientific rigor and explore emerging topics.
- Assist in overseeing the IC Postdoctoral Research and IC Fellows programs



- Initiate, cultivate, and maintain partnerships with key partners and stakeholders across the Intelligence Community and United States Government.
- Engage and influence key stakeholders to support the ODNI's Key objectives.

Mandatory and Educational Requirements

- Master's Degree in a Scientific, Engineering, or Mathematical Discipline.
- Experience working in or with the Intelligence Community.
- Demonstrated leadership or managerial experience.
- Record of success in building teams, leading change, and working effectively with others in a diverse, complex, and evolving environment.
- The ability to think strategically, critically, and creatively and to instill those qualities into the Transformation and Innovation workforce.
- Demonstrated ability to observe, measure, and evaluate outcomes against goals and objectives and assist leadership with development and implementation of solutions and/or organizational changes.
- Demonstrated ability to interact and communicate with individuals from diverse professional backgrounds.
- Excellent communication and interpersonal skills, including ability to exert influence with senior leadership and communicate effectively at all staff levels, both internal and external to the organization.
- Proven critical thinking skills and the ability to prepare finished assessments of organizational issues and other written products with an emphasis on clear organization, and concise and logical presentation.
- Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Desired Requirements

- Ph.D. in a Scientific, Engineering, or Mathematical Discipline
- Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Includes the ability to carry out an organizational vision in a continuously changing environment.
- Experience building a collaborative community amongst a large and diverse set of stakeholders
- Experience accomplishing goals utilizing soft power.

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.



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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

- 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.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and bankssa@dni.ic.gov (*Sandra B.*) 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 in the cover letter 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. Please disregard if you are not a Federal Government employee.
- 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_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS



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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

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, 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.**