



## General Position Information

**Job Title:** Business Operations Chief

**Position Number:** 30230

**Position Grade:** GS-15

**Salary Range:** \$148,484 - \$176,300 (not applicable for detailees)

**Vacancy Open Period:** 06/09/2022 – 06/24/2022

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** DNI/NCSC/NCD

**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.

## Who May Apply

For a cadre assignment:

- Current ODNI permanent cadre 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 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)**

Seeking motivated and energetic leader to manage the business operations of the National Counterterrorism Center to include managing shared services provided through ODNI Chief Financial Executive.

Under the direction of the Assistant Director for the Office of Enterprise Services, serve as the Chief, Business Operations, and oversee the Center's budget, resource, contract planning, and execution efforts. Manage NCTC resource planning & programming efforts, working with NCTC senior leaders and the COO on the Center's equities across all business and operational areas.

Lead the discussion of strategic budget priorities among the Directorates and Offices at key decision points. In conjunction with CFE, draft and/or review budget requests, impact statements, and responses to resource reductions, Questions for the Record from OMB or Congress, and inquiries from other oversight bodies.

Manage the Center's space allocations, logistics, and coordinate NCTC's IT requirements and actions. Work with the ODNI/Mission Support Division, ITS, and Directorate of Operations Support to maintain a facilities infrastructure to support NCTC's continuity of operations and disaster recovery.

Serve as one of the Center's Accountable Officers, responsible to D/NCTC to manage NCTC's property transactions for ODNI accountable property. Maintain records concerning property receipt, storage, issuance and disposition. Conduct quarterly and annual inventories. Oversee NCTC's accountable property Responsible Officers in the execution of their duties. NCTC business operations include:

Oversee acquisitions and procurement activities in support of NCTC missions and operations.

Monitor and evaluate the progress and outcomes of operational performance plans and identify potential threats or opportunities.

Lead, plan, organize, staff, and monitor specific acquisition programs to ensure they meet cost, schedule, and performance requirements throughout the life cycle and maintain accountability for accurate and credible cost, schedule, and performance reporting.

Establish and oversee a risk management approach to ensure program success.



Oversee ranking and prioritizing of competing requirements for additional capabilities through a transparent and accountable methodology.

## **Mandatory and Educational Requirements**

Lead national counterintelligence campaigns and initiatives in the Cyber Security portfolio, to include: leading analysis, collection, and counterintelligence initiatives to identify and counter foreign intelligence threats; leading the IC in assessing progress against counterintelligence priorities and gaps; leading the development of solutions to address counterintelligence capability needs; and integrating counterintelligence into national decision making.

Lead, initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies as appropriate and use these relationships to share information of interest, coordinate joint actions, and drive counterintelligence initiatives related to the Near East and Iran portfolio.

Recognize, value, build, and leverage diverse collaborative networks within the ODNI and across the IC and routinely engage IC counterparts to drive mission integration.

Develop and continually expand personal knowledge in counterintelligence and achieve a government-wide reputation as a force for integration.

Oversee ranking and prioritizing of competing requirements for additional capabilities through a transparent and accountable methodology.

Support briefings to senior IC officials and other major stakeholder's collaboration progress, issues and challenges.

## **Desired Requirements**

Expert understanding of financial and budget processes, acquisition and procurement activities. Deep understanding of preparation and execution of project and organization budgets. Superior ability to oversee procurement and contracting to achieve desired results; ability to monitor expenditures and analyze cost-benefits to set priorities.

Experience: COTR Level I and/or II Certification and Project/Program Management Advanced/Expert Level certification or equivalent.

## **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.



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- 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 [JobsDNI website](#)*. For current employees who do not currently have access to internal systems, applications should be sent to 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.

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 703-275-3888

## **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.



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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.

**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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1277 . 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.**