



## General Position Information

**Job Title:** Strategy Planning Officer

**Position Number:** 30529

**Position Grade:** GS-14

**Salary Range:** \$103,690 – \$159, 286 (not applicable for detailees)

**Vacancy Open Period:** 10/07/2021 – 10/22/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/NIU/OE

**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 candidates to fill a GS-14 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 or one grade lower as the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:



- Current Federal Government employees. (Current GS employees at the same grade or one grade lower 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.

## **Component Mission:**

The National Intelligence University (NIU) is the Intelligence Community's sole accredited, federal degree-granting institution. NIU advances the intelligence profession through a holistic, integrative, contextual approach to education that promotes dynamic teaching, engaged learning, original research, academic outreach, analytical problem solving, rigorous research methods, collaborative processes, and lifelong learning.

## **Major Duties and Responsibilities:**

Lead development of and manage the strategic plan for the institution. Engage in capacity planning and resource allocation toward the goal of supporting and prioritizing strategic initiatives. Work collaboratively across the University to ensure strategic objectives are attainable and measurable in conjunction with accreditation standards.

Support efforts to develop, implement, and manage a comprehensive, institutional strategy to integrate existing collaboration and innovation activities and implement new initiatives. Work across the entire NIU organization as appropriate to identify needs and impacts of new programs and activities.

Utilize analytical skills to evaluate the institution's operations, including internal structure, business processes, and information technology infrastructure, and to develop methods for improvements.

Initiate, cultivate, and maintain the clear and effective communication of initiatives, expectations, and goals to the appropriate internal and external stakeholders, and contribute to external communications that highlight the successes and priorities of the university.

Lead teams and working groups on the development of strategic documents. Comprehend and apply strategic guidance and instructions. Exchange information with joint and interagency counterparts, prepare strategic documents for senior leader review.

Oversee large, often cross-functional university-wide projects or initiatives. Track, monitor, and manage strategic initiatives to assure the achievement of key benchmarks and performance indicators.

Apply governance, legal, and policies related to guiding and enhancing collaboration and stakeholder engagement.

Support institutional assessments to leverage best practices and lessons learned. Apply these lessons learned in the strategic planning processes.



Lead and support briefings to senior IC officials and other major stakeholders collaboration progress, issues and challenges.

## **Mandatory Requirements:**

Expert knowledge of strategy development, planning, and IC organizations' missions, functions, and capabilities in order to provide input to institutional and strategic-level strategies and plans.

Expert knowledge of and experience in engaging across the IC through collaboration and integration programs, projects, and efforts.

Demonstrated leadership skills and ability to lead interagency working groups and build coalitions with IC elements to achieve common goals; previous experience in leading/supervising a team in a fast-paced environment.

Expert written, oral communication, and critical thinking skills, as demonstrated by the ability to think strategically, identify needs and requirements, develop recommendations, and evaluate outcomes against goals and objectives.

Outstanding interpersonal, organizational, and problem-solving skills; ability to build and leverage professional networks; and, ability to work effectively both independently and in a team/collaborative environment.

Establish, sustain, and advance outreach activities within and beyond the IC to ensure long term strategy development is informed by best practices from the U.S. Government, industry, and foreign partners.

## **Desired Requirements:**

Previous experience in a strategic policy, planning, or requirements role.

Knowledge of IC collaboration organizations and capabilities

## **Key Requirements and How to Apply**

***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-TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified 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.

## **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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **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.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified 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 301-243-1318.

**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: 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@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



# 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

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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_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 703-275-1217 . 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.**