



# 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

## General Position Information

**Job Title:** 30629 – Senior Private Sector Partnership Officer – GS15

**Salary Range:** \$121,316 - \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 2/11/2020 – 2/11/2021

**Position Type:** Cadre, Detailee

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

**Division:** DNI/NSP/PSP/ENG MGT

**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-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 or one grade lower than 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 or one grade lower than 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:

**\*\*\*OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut-off points are scheduled in 2-week intervals. After each cut-off point\*\*\***

National Security Partnerships synchronizes IC support and whole of government efforts with federal, state and local governments, the private sector and the Department of Defense, ensuring IC outreach is coordinated, timely and relevant. It also provides key leadership for activities in four domains that operate across national sectors – aviation, maritime, space and cyber -- bringing the IC's activities in these domains into alignment, and facilitating coordinated engagement internal to the ODNI, across the IC and with the rest of the federal government.

The NSP Private Sector component builds, enables, and maintains private sector partnerships to share mutually information, people, processes, technologies innovation, and ideas to advance the IC mission and strengthen national security. The Office of Engagement Management in this component is responsible for developing and sustaining enduring private sector partnerships to address IC needs: facilitating threat information sharing with private sector partners; conducting outreach and engagement activities to support national security interests, and enhancing transparency and synchronization of private sector engagement throughout the ODNI and the IC.

## Major Duties and Responsibilities:

Serve as a Senior Partnership Officer in the Private Sector component in the Office of Director of National Intelligence, National Security Partnerships Directorate.

Lead, initiate, facilitate and oversee outreach and engagement activities with private sector entities in partnership with the IC, U.S. Government agencies, and ODNI elements to effectively leverage and integrate capabilities of the US private sectors across the IC.

Organize and manage IC and ODNI initiatives, working groups, and meetings to facilitate dialogue between the ODNI, private sector entities, and governmental entities that support private sector intelligence sharing, foster information exchange, resolve issues, and implement solutions to improve national and economic security.

Plan, develop, and communicate policies, guidelines, and procedures that support intelligence information sharing with partners, particularly private sector owners and operators of critical infrastructure, and provide a framework for managing the relationships between partners, the ODNI, and IC elements.

Plan and manage partner visits with ODNI leadership, to include advance coordination with partners, developing meeting agendas, preparing ODNI leadership for meetings, developing Memorandums for the Records, and monitoring the completion of follow-on actions.

Participate in collaborative activities with partners, ODNI components, IC agencies, and other government agencies; as requested, represent ODNI in interagency working groups, and in doing so, effectively recognize, value, build, and leverage diverse and collaborative networks with these organizations.



## **Mandatory and Educational Requirements**

Experience working with private sector organizations - academia, for-profit and non-profit entities, associations, and other groups – to include a solid network of private sector partners and proven ability to engage in cooperative relationships with private sector partners.

Demonstrated experience and knowledge of the ODNI and IC (e.g. intelligence policy, IC missions, and interagency coordination) to build and sustain effective working relationships and to promote information sharing and outreach to with partner organizations.

Experience and knowledge of private sector relationships and information sharing efforts with other USG departments and agencies, particularly with private sector partners responsible for critical infrastructure and other national security issues.

Demonstrated interpersonal, organizational, and problem-solving skills, including proven ability to work effectively both independently and in a collaborative environment.

Exceptional oral and written communication skills; demonstrated ability to communicate complex information clearly, concisely, and in a manner targeted to diverse audiences at all levels.

Demonstrated ability to develop collaborative solutions for issues of common concern with partner organizations; demonstrated ability to manage sensitive matters and/or complex problems; demonstrated ability to lead and develop integrated solutions and way-ahead strategies.

## **Desired Requirements:**

Expert experience and knowledge of inter-agency coordination and processes to sustain effective working relationships with other U.S. Government departments, agencies, and centers.

Strong ability to work effectively in an interagency environment on complex issues requiring negotiation and consensus building.

## **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\_COO\_TM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either 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\_COO\_TM\_HR\_OPS\_TEAM\_A\_WMA@cia.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.

## **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](mailto: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\\_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 703-275-3799 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.**