



General Position Information

Job Title: HV339 - Assistant Director, Center for Security Evaluation - SNIS Professional

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 6/28/2019 – 6/28/2020

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/CSE

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

***** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.*****

This is an opportunity for:

- An internal candidate to fill a SNIS Professional 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) candidates may apply. GS employees may not 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) candidates may apply. GS employees may not 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

The mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

Major Duties and Responsibilities (MDRs)

- Serve as the Assistant Director (AD) for the Center for Security Evaluation (CSE) within the National Counterintelligence and Security Center (NCSC).
- This is a leadership position requiring knowledge, skills and abilities commensurate with a senior leadership position.
- The individual serving as the AD will require superior personnel management skills, budget formulation and execution knowledge, and the ability to manage a complex, multi-disciplined office with a diverse staff of direct hire and contract personnel.
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- The mission management crosses multiple IC agencies and NT-50 agencies. The program management responsibilities require in depth knowledge of overseas operations as it relates to operations at diplomatic facilities.
- Service in an overseas environment at an embassy or consulate is desired.
- The mission management has a concentration of construction security standards, familiarity with technical capabilities and countermeasures, as it applies to counterintelligence and security operations.
- A strong understanding of ICD-705, IC Policies for Sensitive Compartment Information Facilities and Overseas Security Policy Board (OSPB) policies is desired to successfully manage, guide and direct the office.
- The incumbent oversees six major components in the directorate.
- They are: 1) construction security, 2) critical issues related to construction security threats, 3) security programs and analysis, and 4) technology and information assurance, leadership of the wireless environment in the IC and support in developing the future of the Technical Security and Countermeasures and TEMPEST workforce.
- The leadership includes providing oversight and guidance to the Chief Scientist who represents NCSC as co-chair leading the IC on the Wireless Steering Committee (WSC) and Technical and Signals Security Countermeasures Executive Steering Committee (TSSC).
- In collaboration with the Department of State and IC elements, ensure that IC equities are protected at overseas diplomatic facilities.



- Represent the IC on overseas policy matters by serving on the Overseas Security Policy Board (OSPB) reviewing, developing, and approving existing and new security standards for use at USG facilities abroad.
- Serve as the IC representative to the Department of State's Accountability Review Board, which reviews incidents where there is a loss of life, serious injury, or serious security incident overseas involving members under Chief of Mission authority.
- This responsibility includes identifying an appropriate candidate to represent the DNI on Accountability Review Boards (ARB) when determined by the Secretary of State that the legal requirement has been met.
- Maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas.
- Provide staff guidance, assess performance, oversee goal setting, and give feedback on personal and professional development.
- Interact with managers to ensure compliance and collaboration with policies which aids in developing the organizational culture.
- Mentor and encourage government staff to lead initiatives and gain career enhancing experience.
- Expert knowledge and familiarity of ODNI and IC CI and Security activities, missions, goals, and objectives.
- Superior understanding of the executive/legislative decision-making process.
- Superior communication skills, both written and oral, and demonstrated ability to produce clear, logical, and concise products.
- Outstanding interpersonal skills and ability to work effectively, independently, and in a team or collaborative environment addressing controversial issues.
- The ability to operate with little supervision in a potentially political environment with many competing requirements.
- Strong analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.
- The incumbent must be able to navigate the complex DNI budget process.
- The incumbent ensures CSE's internal budget and financial resources are effectively and efficiently implemented.
- Provide timely and full sharing of CSE activities across NCSC, argue and defend resource requirements and leverage ongoing activities to identify budget efficiencies.
- The budget process is a 12-month process requiring continual monitoring and adjustment to ensure timelines are met and adjustments made.
- The AD must communicate budget resource allocations and communicate mission priorities with CSE leadership and staff to meet the Director of NCSC's overall mission requirements.
- The AD must be prepared through strong leadership to readily offer additional budget considerations during the Unfunded Fiscal Requirements (UFR) process.
- This means the AD must always encourage CSE staff to have additional program requirements available for consideration after the original CSE spend plan has been submitted and approved.
- Recruit, mentor, and lead a workforce that delivers mission in an integrated, energized, competent, and results-oriented environment.
- Ensure the complement of ODNI cadre, detailees, assignees, and contractors represents knowledge of IC cultures and capabilities; a comprehensive understanding of current foreign intelligence threats to the US and our allies; and actively develops 21st century solutions.
- Ensure full-staffing through active and continuous search for talent to fill vacancies and anticipated departures.



Mandatory and Educational Requirements

- Mastery knowledge of all areas of security including the following security disciplines: physical, technical, transit, personnel, procedural, counterintelligence, and construction security policies related to the construction of diplomatic facilities. Outstanding knowledge and skill in requirements analysis, resource planning, and program management.

Desired Requirements

- Experience working in an embassy or consulate environment.

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.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and overtom@dni.ic.gov (Michelle O.) 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_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and overtom@dni.ic.gov (Michelle O.) 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 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



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 and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at 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 EOD 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.**