



## General Position Information

**Job Title:** Strategy Management Officer

**Position Number:** PE280

**Position Grade:** GS-15

**Salary Range:** \$ 122,530 - \$172,500 (not applicable for detailees)

**Vacancy Open Period:** 10/06/2021 – 10/21/2021

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** DNI/PC/PS

**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.
- 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 up to one grade below may apply.

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



## **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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

## **Major Duties and Responsibilities (MDRs)**

Lead, initiate, cultivate, and maintain productive working relationships with senior policymakers across the IC in order to coordinate strategy development activities and evolving requirements and promote the implementation of strategic objectives.

Lead, plan, and prepare briefings, reports, and presentations to organizational leadership, senior policymakers, and senior United States (U.S.) Government agencies USG officials in a manner that meets their specified requirements and provide expert analysis and recommendations that ensure IC strategic plans and programs align with strategic objectives.

Lead and oversee the planning, development, and evaluation of the related strategic planning documents in support of U.S. Government agencies' national security and foreign policy interests and programs.

Lead and oversee the planning, development, and production of strategic guidance for the allocation of resources and investment planning and programming staff elements and activities.

Develop near/mid/long term strategy documents that provide guidance to needs/requirements and resource/investment planning and programming staff elements and activities.

Lead and oversee efforts to engage senior IC leadership on strategic priorities, intelligence needs and gaps, and cross-IC interdependencies in order to link resources to strategy.

Lead, plan, and oversee efforts to create a culture of strategic planning across the IC by promoting best practices in strategy development, execution, and evaluation and communicating priorities, activities, and impact of the strategy to the IC to promote shared vision, values, and goals.

Partner with ODNI staff, Functional, Mission, and Enterprise Managers, and IC elements to promote implementation of strategic objectives

Lead, plan, and oversee the advancement of outreach activities within and beyond the IC to ensure long term strategy development is informed by the latest and best efforts across the U.S. Government, industry, and foreign partners.

Provide analysis and recommendations to ensure that ODNI and IC element plans and programs align with objectives of the strategic plan.



Lead the IC to meet strategic objectives of the National Intelligence Strategy (NIS).

Advise and engage senior IC leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; lead and oversee the communication of emerging strategic issues and trends, independently evaluate against IC strategic elements, and make recommendations for improvements.

## **Mandatory and Educational Requirements**

Expert knowledge of IC organizations' missions in order to develop the national-level strategies and policies necessary to support U.S. national security and foreign policy interests.

Expert leadership experience and analytic expertise to support strategy development, strategic planning and implementation efforts.

Superior ability to identify emerging trends and strategic issues and incorporate these in developing strategic plans for the organization.

Superior ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions, and implement change.

Expert ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; expert ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.

Expert communication (written and verbal) skills to effectively and efficiently communicate organizational vision, mission, and plans.

Expert ability to communicate clearly, both orally and in written reports, and to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents.

Expert organizational and interpersonal skills to facilitate diverse forums, manage competing priorities, and advocate new ideas/concepts/processes.

Superior ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.

## **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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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

- 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:** *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\_TM\_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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.

## 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 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.**