

NSA is interviewing applicants for 7 positions within the new Continuity of Operations and IT Disaster Recovery Office.

Those interested in applying:

1. Go to www.nsa.gov,
2. Select the **Join the Team** tab and select **Apply Now**
3. Select **“Search NSA Jobs”**
4. Then click on the **“Unified Job Application Portal”** link.
5. Search NSA jobs for #30000942, Mission Assurance Continuity Specialist-Mid Level

Job Details			
Job Title	Mission Assurance Continuity Specialist - Mid-Level	Agency	NSA
JET Job Family	Communication and Public Affairs		
Location	Fort Meade, MD	Job ID	30000942
Regular/Temporary	Regular	Full/Part Time	Full-Time
			Favorite Job 
Responsibilities			
NSA Overview			
<p>The professionals at the National Security Agency (NSA) have one common goal: to protect our nation. The mission requires a strong offense and a steadfast defense. The offense collects, processes and disseminates intelligence information derived from foreign signals for intelligence and counterintelligence purposes. The defense prevents adversaries from gaining access to sensitive classified national security information.</p> <p>Mission Assurance Continuity Specialists support this mission by managing, planning, and administering Continuity of Government (COG) and Continuity of Operations (COOP) programs, and providing workable solutions for the actions and issues related to localized acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents that cause initial mission degradation.</p>			
Description of the Position			
Mission Assurance Continuity Specialists play a vital role at NSA, as they:			
<ul style="list-style-type: none">- ensure mission assurance policies are applied to all strategies, planning, investments, and operations.- prescribe, adopt, and maintain assurance standards and practices for all NSA architecture, infrastructure, facilities, systems, training, and operations.- plan to sustain the organization's mission and functions before, during and following disruptions.- assist in planning and preparing COOP plans down to the lowest level necessary.- coordinate with customers, suppliers, vendors, and partners to ensure the COOP plans are complete and coherent and integrated with coordinate with customers, suppliers, vendors and partners to ensure the COOP plans are complete and coherent and integrated with facilities and information technology contingency plan.- implement, test, and exercise procedures to determine, validate, and sustain the viability of all COOP plans and call list procedures.- When appropriate, follow defined guidelines within an established framework of clearly defined procedures and select which standard procedures are most applicable to specific circumstances.- Work in environments where guidelines require synthesis of data and application of general principles both in the field and from related fields and apply broad precedents to make work decisions.			
Skills			
The ideal candidate is someone with a desire for continual learning and who possesses strong interpersonal, communication (oral and written), problem-solving skills, and is:			
<ul style="list-style-type: none">- people focused- accountable- adaptable- detail-oriented			

- goal setting
- able to create formal networks internally and externally among the IC
- customer service & requirements oriented
- able to perform highly complex and ambiguous assignments
- able to work effectively in a collaborative environment
- able to manage multiple tasks with competing timelines and deliverables
- able to serve a point of contact for a functional area or organization.

Qualifications

Salary Range: \$68,036 - \$106,012 (Full Performance)

*The qualifications listed are the minimum acceptable to be considered for the position. Salary offers are based on candidates' education level and years of experience relevant to the position and also take into account information provided by the hiring manager/organization regarding the work level for the position.

Entry is with a Bachelor's degree plus 3 years of relevant experience or a Master's degree plus 1 year of relevant experience or a Doctoral degree and no experience. A high school diploma or GED plus 7 years of relevant experience or an Associate's degree plus 5 years of relevant experience may be considered for individuals with in-depth experience that is clearly related to the position.

Degree in a relevant subject matter (e.g., Information Technology, Cybersecurity, Information Security, Continuity Planning, and Emergency Management) is preferred, but a degree in any field is acceptable.

Relevant experience must be in Information Systems Contingency Planning (ISCP), IT Disaster Recovery (ITDR), Risk Assessment/Management, Business Continuity Management (BCM), Emergency Management, Infrastructure Protection, and/or Mission Assurance.. IC/DoD experience in a related field will be considered. FEMA Certified Continuity Practitioner Level 1 or 2 (or private equivalent- DRII) is preferred.

Salary Range: \$96,970 - \$126,062 (Senior)

*The qualifications listed are the minimum acceptable to be considered for the position. Salary offers are based on candidates' education level and years of experience relevant to the position and also take into account information provided by the hiring manager/organization regarding the work level for the position.

Entry is with a Bachelor's degree plus 6 years of relevant experience or a Master's degree plus 4 years of relevant experience or a Doctoral degree plus 2 years of relevant experience. A high school diploma or GED plus 10 years of relevant experience or an Associate's degree plus 8 years of relevant experience may be considered for individuals with in-depth experience that is clearly related to the position.

Degree in a relevant subject matter (e.g., Information Technology, Information Assurance, Information Security, Continuity Planning, and Emergency Management) is preferred, but a degree in any field is acceptable.

Relevant experience must be in Information Systems Contingency Planning (ISCP), disaster recovery, risk assessment/management, business continuity, emergency management, infrastructure protection, mission assurance, and/or continuity planning. IC/DoD experience in a related field will be considered. FEMA Certified Continuity Practitioner Level 1 or 2 (or private equivalent- DRII) is preferred.

How To Apply - External

To apply for this position, please click the 'Apply Now' button located at the top or bottom of this page. After completing the application and clicking the 'Submit Final' button, you will receive a confirmation email. Emails regarding your application status will be sent periodically. Please ensure your spam filters are configured to accept emails from noreply@nsa.gov.

***PLEASE NOTE:

U.S. Citizenship is required for all applicants. Reasonable accommodations provided to applicants with disabilities during the application and hiring process where appropriate. NSA is an equal opportunity employer and abides by applicable employment laws and regulations. All applicants and employees are subject to random drug testing in accordance with Executive Order 12564. Employment is contingent upon successful completion of a security background investigation and polygraph.

This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to eligible candidates as defined by Section 2108 of

Title 5 USC, in accordance with the procedures provided in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement. If you are a veteran claiming veterans' preference, as defined by Section 2108 of Title 5 U.S.C., you may be asked to submit documents verifying your eligibility.

Please note that you will be asked a series of questions and your responses will be used as part of the screening process of your application. Your responses will assist in determining your eligibility for the position. Failure to provide the required information or providing inaccurate information will result in your application not being considered for this position. Only those applicants who meet the qualifications for the position will be contacted to begin employment processing.

DCIPS Disclaimer

The National Security Agency (NSA) is part of the DoD Intelligence Community Defense Civilian Intelligence Personnel System (DCIPS). All positions in the NSA are in the Excepted Services under 10 United States Codes (USC) 1601 appointment authority.