

**United States Department of Justice
National Security Division
Office of Justice for Victims of Overseas Terrorism
Program Manager
Washington, DC**

Reimbursable Detail Opportunity

Applicants must be current federal government employees who live in the Washington, DC area. This vacancy announcement shall remain open until filled, but may be closed at any time if a selection is made. This detail assignment is for a period of 12 months, beginning in or about October 2020 with the possibility of extension, contingent on the availability of funding. Applicants should receive the approval of their supervisor before applying.

This is a reimbursable detail funded by NSD/OVT.

About the Division: The mission of the National Security Division (NSD) is to coordinate the Department's efforts in carrying out its core mission of combating terrorism and protecting national security. NSD is responsible for supervising the enforcement of all federal criminal laws related to counterterrorism and counterespionage, except those specifically assigned to other divisions. NSD also serves as the Department of Justice's liaison to the United States Intelligence Community (USIC) and represents the government and the USIC before the Foreign Intelligence Surveillance Court. NSD advises the Attorney General regarding all matters of national security policy.

About the Office: The Attorney General of the United States established the congressionally mandated Office of Justice for Victims of Overseas Terrorism (OVT) in 2005. OVT's mission is to support U.S. victims of terrorism overseas by helping them navigate foreign criminal justice systems and by advocating for their voices to be heard around the world.

OVT advocates for U.S. victims and their families to obtain information, be present during foreign terrorism prosecutions, and have a voice during the proceedings, as permitted by foreign law. OVT also provides policy advocacy on overseas terrorism victims' issues both within the U.S. Government and throughout the world.

Responsibilities: The Program Manager would enhance OVT's ability to timely assist American victims of terrorist attacks in pending foreign prosecutions and to more effectively advocate for their rights by managing a variety of OVT's programs. OVT is the only U.S. government office tasked with providing American terrorism victims with notification of case events in

foreign criminal justice systems. A Program Manager would assist with victim communication regarding foreign proceedings and the opportunity to attend and participate in them through the Criminal Justice Participation Assistance Fund (CJPAF); organizing travel and coordination with the Office for Victims of Crime (OVC); and tracking and reporting on the CJPAF intra-agency agreement. The Program Manager would also assist in the processing of International Terrorism Victim Expense Reimbursement Program (ITVERP) attack designations to coordinate an efficient process.

The Program Manager will administer OVT programs and projects; manage the year-round intern program; oversee and carry out reporting responsibilities for the CJPAF and other program reporting requirements; organize OVT's National Crime Victims' Rights Week activities; organize training for U.S. and foreign government counterparts; communicate with other U.S. government agencies about training opportunities and OVT strategic needs; establish performance measurement and metric standards; assist with strategic planning; and review standard operating procedures for best and/or evolving practices.

Qualifications:

The Project Manager must have a Bachelor's or Master's Degree in International Relations, Business Administration, Criminal Justice or other relevant field, and/or must have 3-5 years or more of professional experience directly relating to the supervision of programs in the below fields.

Requirements:

- Attention to detail and strong writing skills;
- Must be familiar with grant and interagency funding/programming processes, including reporting requirements;
- Proficiency with MS Office products (specifically Excel and Word);
- Demonstrated experience in performing quantitative analysis (preferably dealing with U.S. government reporting and program development);
- Demonstrated experience working in a fast pace environment;
- Position will require a public trust clearance, with a preference for a Secret or Top Secret clearance, and will not be able to start until the clearance is issued by the Department of Justice;
- Ability to communicate effectively, both verbally and in writing (both routine email correspondence and formal documents, e.g. memoranda);
- Strong project/task/time management skills;

- Prior experience (professional or volunteer) with crime victim issues/services, rule of law, criminal justice, or international development is strongly preferred.

How You Will Be Evaluated:

Your application should address your level of interest in this developmental opportunity and your experience in each of the items identified in the “responsibilities” section. Once the application process is complete, a review of your documentation will be made to determine if you are qualified for this assignment.

Salary Information: This is a one-year, reimbursable detail, with the possibility of extension. Under a detail position, there is no change to the employee’s current salary. Conditions of the detail will be handled on a case-by-case basis and will require an agreement between the gaining and losing components.

Location: Washington, D.C.

Telework: Currently, it is anticipated this position would engage in maximum telework until further notice.

Relocation Expenses: Relocation expenses are not authorized. Candidate must reside in the Washington, D.C. area to qualify for this detail. There is a limited possibility for international travel.

Application Process: Please submit, via email, a cover letter highlighting your relevant skills and experience, a copy of your resume, and a current performance appraisal to:

Andria A. Kerney
Office of Justice for Victims of Overseas Terrorism
National Security Division
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Washington, DC 20530
nsd.ovt@usdoj.gov

No telephone calls please.

Deadline: Open until filled, but this announcement may be closed at any time if a selection is made.

Internet Sites: For more information about the National Security Division and OVT, please visit the NSD Web page at: <http://www.usdoj.gov/nsd/> and the OVT website at <http://www.justice.gov/nsd/ovt>.