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## **Business Continuity Planner**

**Position ID: 2017 – M – 402**

**Position Location: Washington Metro Area**

**Duration of Position: Full-Time**

**Security Clearance: TS/SCI Clearance REQUIRED**

(Active SCI within 2 years; SSBI current within 5 years)

**Need Date: Immediate**

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**Intelligence Consulting Enterprise Solutions, INC.** is looking for a **Business Continuity Planner**.

### **Description:**

Supports the Agency planning for mission assurance of operational and business functions. Interprets government regulations and applicable codes, and advises government management on the best course of action to ensure compliance. Develops programs, procedures and contingency plans based on a risk approach and proposes solutions that monitor, evaluate and enable resolution of safety and continuity of operations compliance. Performs business impact analysis, risk assessments of essential functions and/or information systems. Oversees the development, integration, and exercising of contingency plans. Prepares and conducts briefings and overviews to educate Agency personnel. Prepares and submits position and information papers in response to government requirements. Provides strategic direction, vision, and leadership. Demonstrates considerable expertise in providing solutions and recommendations based on internal and external factors. Monitors contingency plan exercises, assesses plan effectiveness, and recommends plan improvements to improve responses to emergencies.

### **Required Qualifications:**

- Bachelor's degree or equivalent experience in a related field
- 3 – 6 years of experience in one or more areas of Continuity of Government, Continuity of Operations, Information Technology Disaster Recovery, Business Continuity Planning, Crisis Management, Information Security/Operations, Continuity Strategic Planning and Policy, Enterprise Risk Management, and participation in national level homeland security or continuity of operations exercises.
- Cognizant of national and DNI policies and provides expertise to act as trusted advisor to NGA senior leadership.
- Ability to provide strategic direction in leading activities in support of team and enterprise objectives.
- Strong customer service teaming skills; ability to collaborate in cross-functional team
- TS/SCI Clearance (with current SSBI favorably adjudicated within the last 5 years)

### **Desired Qualifications:**

- Graduate degree or equivalent experience in a related field
- Certification from the Disaster Recovery Institute International (DRII) (ABCP or higher) or a Certified Information Systems Security Professional (CISSP) desired.
- Demonstrated working knowledge of the NGA organization, leadership, programs, systems