



DEFEND TODAY, SECURE TOMORROW

CAREERS AT CISA: CAPACITY BUILDING ACQUISITION AND BUDGET

OVERVIEW

The Cybersecurity and Infrastructure Security Agency (CISA) leads the national effort to defend critical infrastructure against the threats of today, while working with partners across all levels of government and in the private sector to secure against the evolving risks of tomorrow. CISA's Capacity Building (CB) function enables its customers to manage cybersecurity risk by building their capacity to implement effective cybersecurity policies, tools, and procedures. CB helps stakeholders better manage cybersecurity risk by defining expectations for stakeholder cybersecurity, leading implementation, and enforcement of cybersecurity requirements, managing CISA's cybersecurity services portfolio, building capacity, and enhancing collective defense and readiness.

ACQUISITION AND BUDGET BRANCH

CB's Acquisition and Budget (AB) branch plays a key role in the CB mission. CB AB's mission is to support and improve CB programs and customer agencies by providing full lifecycle acquisition and budget support. CB AB project managers and budget subject matter experts (SMEs) are embedded in cybersecurity programs to lead management and execution of budgets, contract requirements/strategy, and industry engagement; establish innovative government-wide acquisition solutions; and foster ongoing partnership and collaboration with industry partners and customer agencies to lead and deliver complex, large-scale cybersecurity tools and services, budget, and project management activities on behalf of CB.

The CB AB branch works with stakeholders to gather requirements and develop, manage, and oversee unique and complex acquisition strategies on cybersecurity capabilities to provide commercial offerings to the federal enterprise as well as state, local, tribal, and territorial (SLTT) entities. In addition, CB AB provides pre- and post-award contract management; manages and executes tool procurement/maintenance activities; manages vendor relationships and industry communications; performs financial management and budget formulation, execution, and cost activities; enhances stakeholder engagement; manages contractor workforce and security status; and coordinates training and supply requests.

The AB branch manages cybersecurity strategic planning, mission support, and acquisition and budget expertise for all CB branches, including but not limited to the following programs and initiatives:

- Cybersecurity capability implementation, such as the Continuous Diagnostics and Mitigation (CDM) Program
- Cybersecurity shared services offerings, including a Vulnerability Disclosure Policy (VDP) platform, protective Domain Name System (pDNS) resolver services, and .gov top-level domain oversight
- Cybersecurity oversight and enablement initiatives, such as the High Value Asset Program, the Federal Enterprise Improvement Team (FEIT), and Federal Cybersecurity Supply Chain Risk Management
- Cybersecurity education and training efforts

CB AB manages a \$6+ billion contract portfolio that supports over 3,000 contractors.

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CAREER OPPORTUNITIES

CB AB is seeking highly qualified professionals to fill mid- and senior-level positions. CB AB staff serve as advisors within the CB subdivision and provide procurement and budget advice, guidance, and assistance to the organization. Acquisition staff develop innovative short- and long-term acquisition strategies and help build shared services programs to support the entire federal enterprise and SLTT entities. Additionally, staff in this branch are responsible for planning, organizing, and carrying out major, substantive budgets for significant IT program components.

Section	Job Responsibilities	Open Positions
Post-Award Contract and COR Management	<ul style="list-style-type: none"> ▪ Provide project management expertise and leadership as non-transactional Contracting Officer’s Representatives (CORs) in support of all contract management efforts. ▪ Lead management of contract execution while working closely with multiple stakeholders, such as program directors, contractor teams, industry partners, contracting professionals, and agency contacts, to provide procurement guidance and ensure successful mission execution, with on-time delivery of high-quality solutions. ▪ Initiate and execute contract modifications by developing procurement packages and seeing them through to award. ▪ Manage, track, and oversee contractor performance through enhanced processes, templates, and contract criteria. ▪ Ensure sound financial management and track cost savings. ▪ Maintain proficiency in federal contracting laws/regulations and processes. ▪ Provide government oversight, review, and approval of contract deliverables, and ensure contract payments are made in a timely, proper manner. 	<ul style="list-style-type: none"> ▪ CDM DEFEND CORs ▪ CORs <p>GS 11-14</p>
Pre-Award Contract Development and Management	<ul style="list-style-type: none"> ▪ Lead management and execution of contract requirements development and acquisition strategy to create large, complex, flexible, and innovative government-wide contracts as an acquisition SME with cybersecurity technical acumen. ▪ Incorporate unique buying mechanisms to ensure flexibility and optimal pricing and to obtain cost savings across the federal .gov domain to support the ever-changing cybersecurity landscape. ▪ Provide cradle-to-grave pre-award support (developing innovative IT acquisition and contract strategies, preparing solicitation packages, etc.), tailored approaches to acquisition planning and strategy, requirements gathering, techniques to enhance federal buying power, and strategic sourcing expertise all while working directly with requirements owners as a dedicated program liaison. ▪ Maintain proficiency in federal contracting laws/regulations and processes. 	<ul style="list-style-type: none"> ▪ Acquisition Project Managers <p>GS 13-14</p>
Budget	<ul style="list-style-type: none"> ▪ Lead full lifecycle budget and financial management in support of subdivision contracts, including Cost Analysis, Estimation, Formulation, and Execution. ▪ Develop and continuously update lifecycle cost estimates and routine briefings in response to budget taskers on programs’ budget and financial management. ▪ Manage, track, and execute agency customer funds across 	<ul style="list-style-type: none"> ▪ Budget Analyst <p>GS 9-14</p>

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	<p>multiple efforts within each of the subdivision's programs.</p> <ul style="list-style-type: none"> ▪ Manage purchasing, tracking, and maintenance of IT procurements and negotiate cost savings. ▪ Provide analytical services to support the formulation, justification, presentation, and execution stages of the budget process. ▪ Develop, recommend, and implement budgetary policies. 	
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DESIRED SKILLS AND EXPERIENCE

Successful candidates must be detail oriented and able to quickly work to understand the many facets of CB, talk knowledgeably about acquisition and budget processes across CB programs, take the initiative to support CORs in daily duties, own one or multiple projects, and develop quality documents.

Required Skills:

- Knowledge of various types of IT contracts, techniques for IT contracting or procurement, and contract negotiation and administration
- Knowledge of budgeting and resource allocation procedures
- Experience with IT acquisition project and program management
- Experience with IT acquisition/budget projects that are large and complex
- Ability to work positively with a range of individuals
- Ability to find innovative ways to resolve problems

Preferred Skills:

- Knowledge and handling of project and program management methodology and techniques
- Understanding of the wider objectives and organizational strategic priorities
- Strong leadership, communication, and management skills

Preferred Certifications:

- COR Level III
- Cost Certification
- Financial Management Certification

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