



## General Position Information

**Job Title:** Deputy Senior Analyst

**Position Number:** 30528

**Position Grade:** GS-13

**Salary Range:** \$87,198 - \$134,798 (not applicable for detailees)

**Vacancy Open Period:** 11/29/2021 – 12/14/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Candidates, Detailees

**Division:** MI/NIMC

**Duty Location:** McLean, Virginia

**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-13 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

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or up to one grade lower than the advertised positions grade may apply.



## 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.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission:

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## Major Duties and Responsibilities:

Prepare and coordinate a wide-range of strategic, all-source intelligence products evaluating strategic trends in investment and investment security-related topics to include: portfolio and foreign direct investments (FDI), country investment strategies, supply chains, investment trends in emerging technologies, and other related subjects.

Perform in-depth analyses of complex and significant national, regional, and/or global issues for senior policymakers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).

Provide full performance strategic analytic support to the leaders of ISG, EFX, and DNI/MI for policy meetings.

Provide analytic support to ISG leadership as needed, in response to taskings from ODNI or DNI/MI leadership.

Research, write, and coordinate on short, medium, and long intelligence products, to include National Intelligence Council Memos (NICMs), National Intelligence Council Assessments (NICAs), and PDBs, and other interagency investment-related products that touch on ISG equities.

Help advance ISG's foreign engagement efforts by participating in analytic exchanges and/or deliver briefings to liaison on strategic investment related topics.

Engage in analytic outreach with private sector interlocutors and events to advance ISG's and the ODNI's efforts to glean insights from outside of the IC related to investment and investment-security related trends.

Read widely to remain up-to-date with major trends and developments having to do with foreign acquisition of US businesses and corporations, focusing on potential threats to US economic competitiveness and national security.



## **Mandatory Requirements:**

Mid-level all-source analytic experience. Strong interpersonal, organizational, and management skills to conceptualize and effectively write or support the writing complex analytic projects on investment security issues.

Excellent communications skills, including ability to communicate effectively with people both inside and outside the organization.

Creative problem-solving skills and ability to work cohesively with other members of the ISG team to carrying out and advance mission goals.

Openness and desire to learn new methodological approaches to writing and partner creatively with other ISG, ODNI, IC, and even liaison counterparts on written analytic production and briefings.

## **Desired Requirements:**

Desired knowledge of IC analytic tradecraft and understanding of IC policies, capabilities, and procedures.

Experience engaging in analytic outreach and planning engagements to boost IC access to non-USG expertise.

Knowledge of and ability to apply analytic, diagnostic, and qualitative techniques to produce authoritative finished intelligence products and the ability to employ new methodological approaches to analyze information.

## **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.
- 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-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment\_Teamd@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.

## **CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

## **Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **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.
- c. **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.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **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:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#)*. Applicants from federal agencies outside the IC should be sent to DNI-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment\_Teamd@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

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.**



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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

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.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.

## **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 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

## **Other Information**

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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.**