



General Position Information

Job Title: Senior Intelligence Coordinator

Position Number: NC058

Position Grade: GS-14

Salary Range: \$103,690 - \$159,286 (not applicable for detailees)

Vacancy Open Period: 12/21/2021 – 1/05/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NCTC/DOS

Duty Location: McLean, VA

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-14 cadre position or up to one grade below.
- 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 National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

Part of a professional staff that maintains 24/7 global situational awareness by independently planning, researching and analyzing raw intelligence reporting and maintaining awareness of current intelligence issues.

Assists the Senior Intelligence Officer in monitoring and assisting in the development of situational awareness information that is provided to the ODNI, IC, USG, and other appropriate leaders.

Assists the Senior Intelligence Advisor in ensuring DOS production is in accordance with threshold for production, breaking event notifications, and crisis response activities.

Leads production quality control program for all products and notifications. Develops a pre-production quality control program in collaboration with the production team to ensure production adheres to accepted standards.

Reviews and edits Operation Center materials, including daily production and alerts and notification to ensure their adherence to accepted writing styles and standards.

Contributes to, implements, and maintains consistent situational awareness tradecraft between relevant teams to ensure consistency across situational awareness activities.

Develops and maintains a process for tracking and identifying key intelligence watch and warning and production metrics.

Oversees and participates in the preparation of reports and oversight material for collecting enterprise situation awareness, to ensure substantive accuracy and consistency with applicable policies and statutes.

Plans, develops, and delivers oral briefings and written reports as needed to various internal and external audiences, including government and private sector senior leaders.



Oversee the development and implementation of strategies to augment and extend strategic collection capabilities, and coordinate with national, defense and domestic authorities to ensure alignment with key intelligence priorities.

Mandatory and Educational Requirements

Expert knowledge of intelligence analysis and production.

Expert ability to develop and edit complex written products, as well as the ability to brief counterparts and senior officials on those products, answer detailed questions, and provide supporting information.

Expert ability to maintain and develop effective working relationships with counterparts and more senior staff in the IC for the purpose of sharing information.

Expert knowledge of the ODNI and larger IC mission, operations, tradecraft, capabilities, and requirements.

Expert ability to make assessments of time-sensitive issues, adjust priorities, and change focus quickly as demands change.

Expert ability to work effectively both independently and in a team or collaborative environment, coupled with established and effective interpersonal, organizational, and problem-solving skills.

Comprehensive knowledge of relationships and interrelationships in the IC and collection capabilities, including crisis/operations center with 24-hour/7-day responsibilities.

Extensive knowledge of defense, domestic, and national IC collection issues and capabilities.

Strong oral and written communication skills, including the ability to clearly convey complex information and technical data to all levels of management.

Demonstrated ability to work collaboratively with senior defense, domestic, and national IC officials.

Outstanding interpersonal and organization skills, including ability to manage competing priorities under strict guidelines while maintaining superior customer service.

Demonstrated ability to work effectively with teams, build and sustain professional relationships, and exert influence effectively at all levels within and across organizations on a myriad of collection situational awareness topics.

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.



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

- 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-HRM-HR-TEAMC-MAILBOX@CIA.IC.GOV (classified email system) or Recruitment_Teamc@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 either DNI-HRM-HR-TEAMC-MAILBOX@CIA.IC.GOV (classified email system) or Recruitment_Teamc@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.



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

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

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 703-275-3955.

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 703-275-3955 Email: Recruitment_TeamC@dni.gov

Other Information

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 Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at 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.**