



General Position Information

Job Title: 10146 - Branch Chief, Data Analysis, NCTC/DI/DAG - GS-15

Salary Range: \$117,191 – 166,500 (not applicable for detailees)

Vacancy Open Period: 4/5/2019 – 4/20/2019

Position Type: Cadre/Detailee

Who May Apply: Internal ODNI Candidates/Detailees

Division: NCTC/DI

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-15 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

Current GS employees at the same grade or one grade lower than the advertised position grade may apply. Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.



- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position 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)

- Provide expert guidance and leadership in the production of well-crafted sophisticated, complex analytic finished intelligence products on sometimes controversial or particularly difficult issues in support of United States (US) foreign policy and national security objectives; review final analytic products, written and oral, for clarity, organization, accuracy, and logic; effectively explain highly complex concepts and results to non-expert customers and tailor products to correspond to customer needs. Ensure products capitalize on NCTC's unique data access and meet the highest standards of tradecraft.
- Lead and direct a team in the gathering of political, social, cultural, economic, military, scientific, and historical information in support of US interests and policy objectives; guide teams in the development and identification of highly relevant information from internal and external sources to meet client needs.
- Ensure personnel are appropriately challenged and given the support, tools, training and opportunities they need to develop and succeed. Cultivate an inclusive environment that fosters the development of all officers to their full potential. Clearly communicate expectations and provide analysts and support personnel with timely and candid assessments of their strengths and developmental needs.
- Set priorities and drive programs to ensure senior Office of the Director of National Intelligence (ODNI) officials are prepared for policy meetings throughout the Intelligence Community (IC) and US Government (USG).
- Manage the status of assigned projects on a continuous basis, to include resource management and contractor support, and ensure that all resources are aligned with mission priorities.



- Develop and maintain working relationships with senior ODNI officials and, as necessary, principals throughout the intelligence and policy communities; identify issues and developments with internal and external peers, communicating regularly to exchange subject information.
- Develop the substantive analytic and management skills of subordinate employees and supervisors, and contribute to the broader corporate mission of the organization.
- Serve as the primary approver for the allocation of resources including but not limited to training and travel; advise senior leadership on resource needs.
- Be a model of customer service, so that customers from across the US Government, IC, and key liaison partners rely on persistent search capabilities to flag key developments for them.

Mandatory and Educational Requirements

- Superior ability to effectively plan and lead the development of high-quality, complex analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives for IC consumers and policymakers at the highest levels of government.
- Superior ability to effectively and efficiently address employee skill deficiencies or performance shortcomings and take measurable steps to increase proficiency; expert ability to delegate responsibility and empower team chiefs to make decisions.
- Expert knowledge of analytic tradecraft and the customer base for a specified region, function, or transnational issue.
- Expert analytic and critical thinking skills, including superior to think strategically; superior ability to effectively express complex, multi-discipline ideas and insights verbally and in writing to a variety of audiences up to and including senior leadership.
- Demonstrated familiarity with data science/data analysis principles and current inter-agency programs and strategic governmental initiatives/academic research within the field.
- Superior ability to remain open-minded and change judgments on the basis of new information and requirements, perform multiple tasks and change focus quickly as demands change, and support group decisions and solicit opinions from coworkers.
- Expert ability to stay informed on current foreign political trends and developments and to work effectively in open-source environment; as required, proficiency in a relevant foreign language.
- Expert knowledge of IC policy and procedures as well as an expert ability to maintain and develop contacts within ODNI and the intelligence and policy communities for purposes of exchanging information.
- Demonstrated ability to work well across organizational lines, breaking down stovepipes, and collaborating and communicating effectively across functional and geographic lines.
- Demonstrated ability to manage and direct multiple taskings, and exercise appropriate leadership and initiative.
- Demonstrated track record producing concise and sophisticated all-source analytic products, talking points, and briefings.
- Interpersonal, organizational, and problem-solving skills, including an ability to work effectively within an interagency environment on complex issues requiring negotiation and consensus-building;
- Ability to work under pressure with strict deadlines while maintaining a high level of attention to detail.

Desired Requirements

- Demonstrated effective leadership, management, and team-building skills; ability to guide and lead others in analytic activities.
- Knowledge of IC watch listing and screening policies, procedures, and events impacting these issues.



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.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and longvj@dni.ic.gov (*Vincent L.*) in lieu of the group address above. 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.

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 within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

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.



WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and longvj@dni.ic.gov (*Vincent L.*) in lieu of the group address above. 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.

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 Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD 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.**