



## General Position Information

**Job Title:** Chief, Strategic Communications

**Position Number:** 23277

**Position Grade:** GS-15

**Salary Range:** \$122,530 - \$172,500 (not applicable for detailees)

**Vacancy Open Period:** 11/17/2021 - 12/02/2021

**Position Type:** Cadre, Detailee

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

**Division:** ODNI/ICCIO

**Duty Location:** Bethesda, MD

**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 as 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.



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- 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 as 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 Intelligence Community (IC) Chief Information Office is responsible for advancing the Intelligence Community's mission by driving secure collaboration, integration, and information sharing; identifying and addressing information enterprise risks; and providing strategic leadership and oversight of the Intelligence Community's enterprise architecture and enterprise information technology.

## Major Duties and Responsibilities (MDRs)

Oversee and lead professional contractor team serving as communications consultants for the office of the IC Chief Information Officer at the Office of the Director National Intelligence (ODNI) and ensure that the Strategic Communications (Stratcomms) team provides IC CIO leadership and other customers and stakeholders with substantive advice and counsel on the development of internal and external communications, including all corporate and/or strategic communications.

Lead Stratcomms team in planning, developing, and executing a comprehensive IC CIO strategic communications plan for assigned areas of responsibility that effectively communicates the IC CIO's mission, vision, and goals to stakeholders; plan should include, but not be limited to, goals and objectives, situational analysis, key messages, target audiences, and planned communications events, programs, and activities.

Lead Stratcomms team in initiating, cultivating, and maintaining productive working relationships with staff in other communications organizations in the Intelligence Community (IC), and stakeholders in ODNI and other IC elements IC CIO mission, programs, and activities.

Lead Stratcomms team in the planning, development, and dissemination of information to stakeholders using a full range of media and communication methods; based on assignment, methods may include Town Halls, roundtables, IC CIO senior principal speeches and talking points, workforce memorandums, ODNI brochures and publications, press releases, questions and answers (Q&A) and frequently asked questions (FAQs) documents, Internet and web 2.0 communications, and/or video presentations.



Lead Stratcomms team in planning, developing, and producing informational materials concerning IC CIO mission, programs, and activities for dissemination to stakeholders and in obtaining feedback on the effectiveness of these materials.

Lead Stratcomms team to ensure project is completed on time and that the end-product is high quality; effectively apply team building and leadership techniques; and exchange project or technical information with team members at regular formal and informal meetings.

Lead Stratcomms team to develop an effective IC CIO and ODNI brand awareness that enhances the office's reputation through specific, proactive communications efforts that advances ODNI and IC CIO's communication goals, builds trust with partners and stakeholders and inspires the workforce.

## **Mandatory and Educational Requirements**

Demonstrated superior communications skills, both verbal and written.

Demonstrated ability to develop strategic direction and implementation framework for strategic communications activities.

Demonstrated ability to manage and direct multiple taskings, coordinate and approve priority deliverables, and exercise appropriate leadership and initiative.

Demonstrated experience producing marketing communications campaigns including the sequenced delivery of integrated tactics (e.g., media content management strategy for websites/blogs/social media, talking points, infographics, collateral, etc.) to clearly communicate complex information to multiple stakeholders.

Demonstrated experience leading a team of professional staff, overseeing goal setting, and providing feedback to ensure high quality products.

Demonstrated interpersonal and customer service skills, including the ability to work independently and in a team or collaborative environment, to work with all levels of employees from support staff to organization leadership, and to be proactive and responsive in communicating with stakeholders and customers.

Superior ability to perform thorough work and conscientious about attending to detail.

## **Desired Requirements**

Proven ability to communicate any topic, whether high profile or routine, in a creative way that maximizes readership and understanding.

Strong organization skills, sound judgment, flexibility and the ability to work under pressure adapting to rapidly changing work requirements and priorities.

Outstanding oral, written, and editing skills and demonstrated ability to produce concise products that clearly and logically convey complex information and ideas.

Prior experience in working with and/or leading a strategic communications team.



## 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.

**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-TEAMB-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system).

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

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

### 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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- d. **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.
- e. **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:** Applications should be sent to either [DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@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.**

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.

## 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: 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov).

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

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.



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**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 EEO 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.**