



## General Position Information

**Job Title:** 24416 - Data Analyst; Data Analysis Group, NCTC/DI - GS-13

**Salary Range:** \$68,036 - \$126,062 (not applicable for detailees)

**Vacancy Open Period:** 11/06/2018 – 11/21/2018

**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-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

Current GS employees at the same grade or up to two grades 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 up to two grades 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.

## Office Mission

The National Counterterrorism Center (NCTC) Directorate of Intelligence (DI) was mandated by Congress to be the primary organization in the United States Government (USG) for analyzing and integrating terrorism intelligence. The DI provides senior policymakers with integrated and coordinated terrorism analysis and produces the full range of analytic product, including daily National Terrorism Bulletins, President's Daily Briefs, short-term and longer-term research, alternative analysis, community alerts, advisories and assessments.

## Major Duties and Responsibilities (MDRs)

- The incumbent will serve as a data science analyst in the Data Analysis Group. Providing targeting intelligence support and analysis to operational and analytic elements within NCTC, the USG, and abroad.
- Develop, utilize, and refine a full range of methodological tools and approaches, both quantitative and qualitative, to gain a comprehensive understanding of complex and significant analytic issues, particularly from large data sets, and incorporate insights into well-crafted, sophisticated intelligence products.
- Apply established methodologies (both quantitative and qualitative) to identify patterns and relationships in large data sets. Synthesize information from one or more sources through processing, exploitation, or analysis to produce intelligence to inform decision making.
- Provide data-driven approaches to targeting to help analysts achieve analytic insight into a range of complex terrorism-related problems.
- Model data from a range of customers to integrate it with NCTC's existing targeting data and structure it to work with NCTC's machine learning capabilities.
- Assist customers in structuring their data to make it compatible with NCTC's systems.



- Identify needs and collaborate with collectors and analysts to determine the data needed to address intelligence problems.
- Prioritize research and other projects; establish project goals.
- Incorporate insights and findings into an extensive range of authoritative, sophisticated intelligence products. Products range from those that provide direct mission support to those that provide needed capability to peers and colleagues. Work includes design, modification, and/or use of scientific computing, programming, and mathematics.
- Identify datasets, systems, and methodologies that would help fill NCTC's analysts' knowledge gaps.
- Lead, initiate, cultivate, and maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies as appropriate and use these relationships to share information of interest; attend internal and external training, seminars, or conferences on data analysis topics.

## **Mandatory and Educational Requirements**

- Demonstrated analytic and critical thinking skills, including superior ability to think strategically.
- Strong knowledge of the intelligence community.
- Demonstrated ability to work effectively both independently and in a team or collaborative environment, and mentor junior colleagues.
- Excellent communication and customer service skills including the ability to express facts, anticipate substantive questions, and formulate quantitative solutions.
- Demonstrated experience using a variety of tools, databases, and systems to derive information from both structured and unstructured data sources.

## **Desired Requirements**

- Experienced analyst with a knowledge of data science.
- Demonstrated knowledge of advanced analytic techniques, methodologies and NCTC datasets.
- Experience with statistics, modeling and simulation, scripting/coding and social network analysis.
- Working knowledge of Palantir.
- Innovative self-starter.
- Experience creating new tools and services.
- Ability to travel and engage external customers on the branch's services.
- Demonstrated ability to succeed in often ambiguous work environment where tasking can quickly change the workflow.



- Demonstrated success at building teamwork and consensus across cultural and organizational boundaries to drive change.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- 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.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- 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-MSD-HR-RR-Team\_C\_WMA@dni.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 faulkti@dni.ic.gov (*Tiffany F.*) 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:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- 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.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



# 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

- 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.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_C\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [saksdav@dni.ic.gov](mailto:saksdav@dni.ic.gov) (*David S.*) and [faulkti@dni.ic.gov](mailto:faulkti@dni.ic.gov) (*Tiffany F.*) 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](mailto: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](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**