



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

Job Title: 28403 - Director of Communications - GS-15

Salary Range: \$121,316 - \$170,800 (not applicable for detailees)

Vacancy Open Period: 02/10/2020 – 02/10/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: IC IG/MA

Duty Location: Reston, 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

*****OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.*****

This is an opportunity for:

- An internal or external 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 up to 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.



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

- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)
- Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or up to 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 Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

The Intelligence Authorization Act for Fiscal Year 2010 established the Office of the Inspector General of the Intelligence Community within the Office of the Director of National Intelligence. The ICIG's mission is to provide independent and objective oversight of the programs and activities within the responsibility and authority of the Director of National Intelligence, to initiate and conduct independent audits, inspections, investigations, and reviews, and to lead and coordinate the efforts of the Intelligence Community Inspectors General Forum. The ICIG's goal is to have a positive and enduring impact throughout the Intelligence Community, to lead and coordinate the efforts of an integrated Intelligence Community Inspectors General Forum, and to enhance the ability of the United States Intelligence Community to meet national security needs while respecting our nation's laws and reflecting its values. The Forum consists of the twelve statutory and administrative Inspectors General having oversight responsibility for an element of the Intelligence Community. The Chair of the Forum is the Inspector General of the Intelligence Community.

Major Duties and Responsibilities (MDRs)

- The Director of Communications is the Office of the Inspector General of the Intelligence Community's (ICIG) focal point for creativity and storytelling. The ICIG is a small but strong team, known for innovating and thinking on the edge because we constantly challenge ourselves to push the envelope and strive for the next level of excellence. We are very passionate about what we do – we believe in our mission and the core values of the intelligence community. We are looking for someone who can bring the same energy, dedication, professionalism and commitment to our communication and outreach efforts. If you have this kind of energy as well as a commitment to truth and quality, this is the place for you.



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

- We are seeking a seasoned communications professional – a creative and responsive storyteller who can effectively deliver our key messages to targeted audiences. This is a highly visible position requiring proven strategic and change management abilities; the capacity to effectively influence leadership, employees, customers, and other stakeholders; and exceptional written and oral communications skills. The Director of Communications is responsible for elevating the organization’s presence to strengthen the ICIG’s brand equity across the community and in the public domain. The candidate must have the ability to take information and transform it into effective key messages that tell our story and inform audiences about our work. The Director of Communications works in close partnership with the ICIG leadership team. The ideal candidate is knowledgeable about current affairs affecting the work of the ICIG and has experience in crisis communications.
- The Director of Communications is the primary lead for the Office of the Inspector General of the Intelligence Community’s media relations and outreach initiatives. The incumbent also serves as one of the primary spokespersons for the organization and works closely with other ICIG representatives, including the Inspector General and Principal Deputy Inspector General, senior leaders, and others to deliver the right message and ensure consistent branding. The incumbent in this position will:
 - Identify key strategic ICIG objectives and develop, implement, manage, and evaluate internal and external communication plans to actively engage employees and external stakeholders in the achievement of those organizational objectives.
 - Advocate for improved communication practices and counsel ICIG leadership on ways to improve employee and external stakeholder engagement and communication. Seek out and identify proactive communications opportunities that promote open and honest communication.
 - Manage the ICIG’s public relations initiatives and work closely with the ODNI’s public affairs office, as appropriate, to coordinate public affairs activities, to include prepublication reviews, speaking engagements, and responses to media inquiries.
 - Initiate, cultivate, and maintain productive working relationships with other communications organizations in the Intelligence Community, and, as appropriate, members of the media, community leaders, policy groups, and/or concerned constituencies to provide information about the ICIG mission, programs, and activities.
 - Coach and prepare ICIG staff members for public interactions; develop and implement training to inform ICIG staff on how to deliver the ICIG’s message in a variety of contexts.
 - Identify, implement, and enhance communication channels and methods to promote the ICIG mission, objectives, and successes, including a dynamic internet platform and website.
 - Monitor and address public reaction to and public understanding of the ICIG and provide recommendations for improved delivery of key messages to the public.

Mandatory and Educational Requirements

- Experience working with the media, including general media (newspaper and television) and web-based outlets.
- Superior analytical and critical thinking skills, including the ability to think strategically, make decisions, and develop and produce complex public affairs information and materials.



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

- Exceptional written and verbal communication skills with the ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Superior project management skills and demonstrated ability to effectively multi-task and manage numerous projects simultaneously with high-quality results.
- Strong interpersonal skills, with the ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions; as well as the ability to integrate and build upon diverse opinions and earn buy-in at all levels.
- Bachelor's degree in communications or related field.

Desired Requirements

None.

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 in the cover letter 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.
- 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-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both zackern@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya M.), and burgeal@dni.ic.gov (Alisa B.) 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.



External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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 in the cover letter 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.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- SF-50:** Current or former 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_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both zackern@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya M.), and burgeal@dni.ic.gov (Alisa B.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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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.
- 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: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both zackern@dni.ic.gov (Natalia Z.), majettm@dni.ic.gov (Maya M.), and burgeal@dni.ic.gov (Alisa B.) 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 301-243-1318.



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

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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.**