



## General Position Information

**Job Title:** 29679 - A/DNIO for North Korea - GS-13

**Salary Range:** \$72,030 - \$133,465 (not applicable for detailees)

**Vacancy Open Period:** 09/01/2020 – 09/16/2020

**Position Type:** Cadre, Detailee

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

**Division:** DNI/MI/NIC/FO/NK - NORTH KOREA

**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 as or up to two grades lower than the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as 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 Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## Major Duties and Responsibilities (MDRs)

- Plan, prepare, produce, and coordinate finished intelligence, with a focus on South Korean and inter-Korean issues.
- Prepare talking points, papers, and briefing books for the DNI, Principal Deputy DNI, and DDMI for their participation in National Security Council Principals Committee and Deputies Committee meetings related to Korea issues.
- Execute analytic taskings from the NSC, senior officials and flag officers on issues of strategic importance to United States related to Korea, including quick-turn requirements in crisis and contingency conditions.
- Support the National Intelligence Officer (NIO) for North Korea with advising the DNI, PDDNI, DDMI and other senior IC leaders and policymakers on key developments and issues related to Korea, particularly South Korea.
- Draft and contribute to correspondence and products in response to Congressional tasking, including testimony, talking points, and statements for the record for the DNI and senior Office of the Director of National Intelligence (ODNI) staff.
- Conduct self-initiated and directed research in support of NIC analytic products on Korea issues.
- Serve as the working-level focal point at the NIC for coordinating analytic efforts on South Korean issues, facilitating collaboration across NIO portfolios and the IC, as well as leveraging outside expertise via planning and executing outreach events.
- Build and leverage diverse collaborative networks within the ODNI and across the IC.

## Mandatory and Educational Requirements

- Knowledge of Korea issues relevant to US national security, particularly related to South Korea, and experience with the Korea analytic community.
- Proven critical thinking, reasoning skills, and the ability to prepare finished intelligence assessments and other written products with emphasis on clear organization and concise, logical and persuasive presentation.
- Proven ability to balance competing issues and to complete multiple high-priority projects under short timelines.
- Proven communication, organizational, and interpersonal skills, including the ability to communicate effectively with people at all levels of leadership with regard to Korea issues; proven ability to give oral presentations.
- Working knowledge of research tools and collaboration skills to lead cross-IC analytic projects.
- Creative problem-solving skills and initiative in carrying out mission responsibilities.



## Desired Requirements

Proficiency at Reading level 3 is desired in any of the following languages: Korean.

## Key Requirements and How To Apply

### Internal ODNI Cadre 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.

**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\_COO\_TM\_HR\_OPS\_TEAM\_D\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) and aclalb@dni.ic.gov (*Alex A.*) in lieu of the group address above.

### Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:

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. **SF-50 (if applicable):** 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.



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**WHERE TO SUBMIT:** Applicants from federal agencies outside the IC should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_D\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (*Jen K.*) and aclalb@dni.ic.gov (*Alex A.*) in lieu of the group address above.

## **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.

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.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.

## **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: 703-275-3663 ; Email: Recruitment\_TeamD@dni.gov



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## 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\\_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 703-275-3799 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 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.**