



## General Position Information

**Job Title:** AB093 - National Intelligence Officer, Near East - SNIS Professional Tier 2

**Vacancy Open Period:** 05/29/2019 – 06/26/2019

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DDII/NIC

**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, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

## Position Information

This is an opportunity for:

- An internal or external candidate to fill a SNIS Professional Tier 2 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

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not 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.
  - 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 as the advertised position grade may apply.)
- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 National Intelligence for Intelligence Integration (DDNI/II) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. DDNI/II 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, DDNI/II is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. DDNI/II 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)**

- As a member of the National Intelligence Council, the NIO/Near East will lead Intelligence Community (IC) wide production and coordination of analytic assessments on Middle East and North African countries, (including NIEs, other community papers, IC Assessments and Sense of the Community Memoranda. As appropriate, the NIO will lead more focused, time-sensitive analysis for the most senior decision makers in the USG.
- Orchestrate, direct, and in some cases draft Community-wide mid- and long-term strategic analysis to support and advance senior policy maker and war fighter understanding of Middle East and North African countries. Serve as subject matter expert and analytic advisor on Middle East and North African issues in support of the DNI's role as the principal intelligence advisor to the President.
- Liaise and collaborate with senior policy makers in ensuring that policy maker priorities guide national-level intelligence analysis.
- Develop and sustain a professional network with IC analysts and analytic managers to ensure timely and appropriate intelligence support to policy customers regarding Middle East and North African



issues. Similarly, develop and sustain a network with industry, academic, and other USG Middle East and North Africa subject matter experts.

- Brief senior IC members, policy makers, military decision makers, members of Congress, and other major stakeholders as necessary on the IC's analytic assessment on Middle East and North African issues.
- Review and preside over the research and production plans on Middle East and North African issues of the Community's analytic components, identify redundancies and gaps, identify strategies to address gaps, and advise the DNI on gaps and shortfalls in analytic capabilities across the IC.
- Lead, manage, and direct the professional-level analytic staff of the NIO/Near East, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.
- Serve as a corporate resource for the NIC by contributing to the NIC-wide annual research program and analytic outreach plan, participating in peer review of NIC products, and being an active participant in NIC corporate decision making.
- As a member of the NIM-Near East and NIM-Africa Teams, develop the analytic portion of the UIS for the Near East and Africa, in concert with analysts from across the IC. In the implementation of the UIS, provide assessments of IC analytic efforts on Middle East and North African countries, ensure robust tradecraft, and develop strategies for enhancing community expertise on these countries.
- Work with the NIM/Near East and NIM-Africa teams to assist in ensuring that analysis and collection are fully integrated, and participate as appropriate in helping determining the state of collection on Middle East and North African issues, identifying gaps, and supporting integrated Community-wide strategies to mitigate any gaps.
- Represent analytic positions in liaison relationships with key foreign intelligence services, government officials, and other experts on the Middle East and North Africa.
- Oversee and manage the conduct of foreign intelligence relationships, and serve as principal interface with external entities.

## **Mandatory and Educational Requirements**

- Established and recognized substantive expertise in all relevant Middle East and North Africa topic areas.
- Experience and expertise effectively working with senior policy makers and war fighters, to include a deep and current understanding of their intelligence/analytic requirements and priorities related to the Middle East and North Africa.
- Experience producing, editing, and leading strategic analysis.
- Proven critical thinking and writing skills including the ability to draft finished all source intelligence assessments and review written products with an emphasis on clear organization, and concise, and logical presentation.
- Experience working with academic experts and foreign liaison on the Middle East and North African issues.
- Expertise and experience in managing analytic processes, understanding IC analytic capabilities and priorities, and working at senior levels across the community to drive analytic product.
- Demonstrated capability to direct interagency, interdisciplinary IC teams against a range of functional and/or regional analytical issues.



- Excellent interpersonal, organizational, and management skills to conceptualize and effectively lead complex analytic projects with limited supervision. Ability to work with and fairly represent the IC when analytic views differ among agencies.
- Excellent communication skills, including ability to exert influence with senior leadership and communicate effectively with people at all levels, both internal and external to the organization, to give oral presentations and to otherwise represent the NIC in interagency meetings.
- Expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and oversee personal and professional development of all levels of personnel.

## Desired Requirements

- Proficiency at Reading level 3 is desired in any of the following language:
- Arabic

## 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\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_D\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [dehardo@dni.ic.gov](mailto:dehardo@dni.ic.gov) (Dorothea D.) and [aclaale@dni.ic.gov](mailto:aclaale@dni.ic.gov) (Alex A.) 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:

- 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 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.
- e. 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\_D\_WMA@dni.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 dehardo@dni.ic.gov (Dorothea D.) and aclaale@dni.ic.gov (Alex A.) 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.
- 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\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_D\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [dehardo@dni.ic.gov](mailto:dehardo@dni.ic.gov) (Dorothea D.) and [aclaale@dni.ic.gov](mailto:aclaale@dni.ic.gov) (Alex A.) 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 703-275-3663.

**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](mailto:Recruitment_TeamD@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

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.**