



## General Position Information

**Job Title:** DD002 - Deputy National Intelligence Officer for Near East – GS 14

**Salary Range:** \$86,335 - \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 8/24/2020 – 9/21/2020

**Position Type:** Cadre, Detailee

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

**Division:** MI/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, 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-14 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).

The National Intelligence Council consists of the senior most intelligence analysts supporting the Director of National Intelligence (DNI) in carrying out responsibilities as the head of the Intelligence Community (IC) and as the principal adviser to the President for intelligence matters related to national security. The NIC produces a variety of all-source, community-coordinated intelligence reports, including its flagship product, the National Intelligence Estimate – which represents the Intelligence Community's most authoritative statement on key national security issues. The NIC is part of the Directorate of Mission Integration (DMI) within the Office of the Director of National Intelligence. The DMI serves as the DNI's senior leader for intelligence integration across the IC enterprise and is responsible for ensuring the quality, timeliness, and utility of insights for the nation's decision makers as well as for increasing expertise and improving tradecraft.

## Major Duties and Responsibilities (MDRs)

- Conduct in-depth analysis of issues of strategic importance to United States (U.S.) interests in the Near East region and supports the National Intelligence Officer (NIO) at advising the DNI on key developments and issues.
- Plan and conduct the review of compartmented information for substance and relevance and conduct self-initiated and directed research in support of analytic products.
- Plan, prepare, produce, and coordinate NIEs and other Community coordinated papers (e.g., IC Assessments, IC Briefs, and Sense of the Community Memoranda) in support of the NIO/Near East Team.
- Help prepare background papers and briefing books for the DNI and Principal Deputy DNI for their participation in National Security Council Principals Committee and Deputies Committee meetings.
- Support the NIO/Near East Team in leading the analytic community in establishing national intelligence collection and analysis priorities, identify critical intelligence gaps, and coordinate collection initiatives.
- Plan and facilitate Community sessions, conferences, and outreach initiatives to address major events and trends.
- 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.
- Track office taskings, responses, and coordinate with members of the ODNI.
- Build, leverage, and sustain networks with IC analysts and subject matter experts to collaborate on Near East regional issues.
- Maintain contacts with academia and other non-governmental organizations to organize conferences and meetings to draw on expertise in support of IC production.
- Work, with the NIO, deputy NIO, and the NIC Business Office to plan conferences, papers contracted from external experts, and workshops used to support NIC publications



## Mandatory and Educational Requirements

- Extensive knowledge of Near East regional issues and experience with the IC's Near East analytic community and collection issues, as well as the proven ability to analytic products on complex issues and topics and identify collection requirements and gaps.
- Extensive knowledge of and ability to apply analytic, diagnostic, and qualitative techniques sufficient to produce finished intelligence products and employ new methodological approaches to analyze information.
- 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 presentation.
- Demonstrated ability to initiate outreach with external experts, oversee conference planning, and tailor outreach efforts to support NIC projects.
- Proven ability to balance competing issues and to complete multiple high-priority projects under short timelines.
- Demonstrated ability to work with and represent the Community when analytic views differ among agencies and to evaluate and integrate viewpoints into an IC perspective
- Excellent communication, organizational, and interpersonal skills, including the ability to communicate effectively with people at all levels of leadership and all levels of knowledge of Near East regional issues and give oral presentations.

## Desired Requirements

- Working knowledge and skills to use collaborative tools such as Intellipedia, SharePoint, A Space, or on-line Communities of Interest.

## 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. **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:** *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](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 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](mailto:kurtjen@dni.ic.gov) (*Jen K.*) and [ACLAALB@dni.ic.gov](mailto:ACLAALB@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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- c. **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.

**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

## **Other Information**

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



# 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

**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 EEOC 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.**