



# 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:** 10169 – Branch Chief – NCTC/DI – Southeast and East Asia Branch - GS-15

**Salary Range:** \$117,191 - \$166,500

**Vacancy Open Period:** 9/6/2019 – 9/13/2019

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**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-15 cadre position.

## Who May Apply

Current GS employees at the same grade or 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.

## 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.

## 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.

## **Major Duties and Responsibilities (MDRs)**

- Lead and manage a team of interagency analysts in the planning and production of an analytic program that includes a broad range of finished intelligence products in support of United States (US) foreign policy and national security objectives and serve as an expert\* within the Office of the Director of National Intelligence (ODNI). The finished intelligence products will include a mix of short and long-term products that will be well-crafted, sophisticated, and cross-cutting and incorporate big data and network development methodologies when appropriate.
- Provide substantive guidance and leadership to analysts in the identification and analysis of a broad array of source materials to ensure that the information is synthesized into finished intelligence products on sometimes controversial or difficult issues.
- Guide analysts to use and refine methodology tools and approaches to gain a comprehensive understanding of complex and significant analytic issues and incorporate insights into products as appropriate.
- Prepare analysts to brief senior internal and external customers on significant current intelligence developments and finished intelligence.
- Develop analysts' ability to identify information gaps; implement research strategies that result in the acquisition of key, highly complex, all-source information; and assess source information for accuracy, validity, relevance, and timeliness in support of US interests and policy objectives.
- Initiate, cultivate, and maintain cooperative and productive relationships with customers throughout the US Government (USG) and with partners in the Intelligence Community (IC) and ODNI that inform and contribute to high-quality and complex analyses of interest to the USG.
- Serve as a subject matter expert on regional and/or functional areas or issues for the ODNI. Represent the unit and ODNI in intra- and interagency meetings, teams, and task forces.
- Evaluate performance of employees in the work unit using interagency performance standards and objectives. Meet regularly to provide formal and informal feedback on analysts' development. Collaborate with analysts on the creation of individual development plans to address performance goals and concerns. Collaborate and oversee longer-term personal and professional goal setting.
- Evaluate leave, training, resource, and other administrative requests as part of the approval process. Manage resources within the unit and advise senior management of additional resource requirements.

## **Mandatory and Educational Requirements**

- Demonstrated ability to drive the production of well-crafted, sophisticated, and cross-cutting analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives focused on a specific regional area and/or functional issue for IC consumers and policymakers at the highest levels of government.
- Demonstrated analytic and critical thinking skills, including the ability to think strategically and to consider potential unintended consequences of proposed courses of action.



- Demonstrated knowledge of analytic tradecraft and an ability to use product review to teach tradecraft and ensure the quality of each piece that leaves the team.
- Demonstrated ability to manage and promote the development and use of a broad range of methodological tools and approaches to research, analyze, and present information. Promote the use of big data and network development methodologies in finished intelligence products.
- Demonstrated ability to apply detailed knowledge of USG, ODNI, and IC organizations' operations and policies to effectively translate their requirements and provide appropriate output or responses to meet customer needs.
- Demonstrated exemplary collaboration skills, particularly in situations involving IC partners with diverse equities at stake.
- Demonstrated ability to oversee and manage information-sharing programs and promote information-sharing practices across the ODNI and IC.
- Demonstrated ability to remain open-minded, flexible, and change assessments on the basis of new information and requirements; superior ability to support group decisions and solicit opinions from coworkers.
- Demonstrated interpersonal and organizational skills that showcase the ability to work effectively both independently and in a team or collaborative environment and mentor junior colleagues.
- Demonstrated creative problem-solving skills and superior ability to provide leadership in carrying out mission responsibilities.
- Demonstrated proclivity toward action and the ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development of all levels of personnel.

## Desired Requirements

- Experience with political/military or CT Intelligence analysis pertaining to Southeast Asia.
- Experience working on issues related to Homeland analysis.
- Experience working with data-driven analysis and targeting tools such as Palantir.
- Experience in managing collaborative teams with a high tempo or during crisis periods.

## Key Requirements and How to Apply

Internal ODNI 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.
- 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.



# 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

**WHERE TO SUBMIT:** Applications should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_C\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to longvj@dni.ic.gov (*Vincent L.*) 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.

**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

## **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 and DNI\_Diversity\_WMA@cia.ic.gov, by unclassified email at 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.**