



## General Position Information

**Job Title:** 15567 – Visual Information Specialist – GS-09

**Salary Range:** \$59,534 - \$77,396

**Vacancy Open Period:** 9/8/2020 – 10/6/2020

**Position Type:** Cadre

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

**Division:** ODNI/SE/SC

**Duty Location:** McLean, Virginia

**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 or external candidate to fill a GS-09 cadre position.

## Who May Apply

Current GS employees at the same grade as the advertised 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.
  - Current Federal government employees.
  - Candidates outside the Federal Government.



## 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.

## Component Mission

The Office of the Deputy Director of National Intelligence for Strategy and Engagement (S&E) is responsible for aligning the Intelligence Community's (IC) current focus with future strategies to drive national security outcomes. S&E positions the IC to achieve the future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovations; re-imagining data management in the digital age; establishing clear policy direction; and actively engaging with senior policymakers and the public.

Strategic Communications positions the IC for the future through consistent and focused messaging and engagement that clearly communicates the vision, mission and direction of the IC over the next 5-10 years. Builds relationships, partnerships and strategies to create the right level of insights and transparency internally and externally, garnering the understanding and support of the American public.

## Major Duties and Responsibilities:

- Researches, acquires, edits and produces commercial broadcast-quality video and audio informational materials for use on web and traditional media platforms. Identifies and selects newsworthy events. Produces radio, television and documentary scripts, narrations, public service announcements, and spot announcements.
- Prepares sets to include the positioning of lights, cameras, sound, properties and personnel, and ensures special audio and video effects are used effectively.
- Edits final video products shot in sequence and/or out-of-sequence to ensure continuity, effectiveness of action and dialogue or narrative, using industry standard digital editing and graphic design software.
- Maintains organization's library of audio and video products.
- Maintains productive working relationships with staff in other communications organizations in the IC to collaborate on visual information products about the ODNI and IC mission, programs, and activities.
- Assists in developing and producing content for new and emerging communication vehicles, such as blogs, audio, video, and online publications to ensure that key messages are available to all members of the IC.
- Selects associated visual material as necessary and available. Assist with scheduling, coordinating and managing logistics for internal ODNI and external IC communication events and forums, such as town halls, panel discussions, presentations, and special events, to advance the DNI's objectives and enhance his/her visibility in the community.



## **Mandatory and Educational Requirements**

- Bachelor's degree in radio, television, film (RTVF) related field of study, or:
- Four years of demonstrated RTVF experience acquiring, editing and producing commercial broadcast quality video and audio informational material for use on multiple platforms including web and traditional media platforms using industry standard digital editing and graphic design software with emphasis in Adobe Creative Suite 6 Production Premium software. RTVF experience may include any combination of post-secondary education including accredited college, technical training, military training, and practical experience.
- Outstanding oral, writing, and editing skills and demonstrated ability to produce concise video products that clearly and logically convey complex information and ideas.
- Direct experience planning and managing small-scale to large-scale video projects.
- Demonstrated videography and video editing experience.
- Demonstrated experience writing radio, television and documentary scripts, narrations, public service announcements, and spot announcements.
- Demonstrated experience narrating public events and voicing over video products.
- Attention to detail, strong organizational skills, patience, and persistence in handling the details involved in planning and running successful events.
- Outstanding interpersonal and customer service skills, including the ability to work independently and in a team or collaborative environment, to work with all levels of employees from support staff to front office leadership.
- Demonstrated ability to manage competing priorities under strict deadlines.
- Experience writing and editing using the Associated Press Style Guide.

### Desired:

- Knowledge of and familiarity with the IC and its missions, components, and functions.
- Experience as a broadcast journalist or videographer/documentarian.
- Demonstrated ability to gather and produce news and information in multi-media presentations.

## **Key Requirements and How to Apply**

### **INTERNAL ODNI CANDIDATES:**

A complete application package must include:



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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

- 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.

**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\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and Mccreaz@dni.ic.gov (Zina M.) 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 an 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.



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- b. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- d. **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:** External candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov). 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 703-275-3799.

## 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: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@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.



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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

- 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 EEO 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.**