General Position Information

**Job Title:** 17262 – Science and Technology Officer – GS-14

**Salary Range:** $102,663 – $157,709 (not applicable for detailees)

**Vacancy Open Period:** 2/12/2020 – 2/27/2020

**Position Type:** Cadre, Detailee

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

**Division:** DNI/SE/TI

**Duty Location:** Bethesda, Maryland

**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 candidates 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 or one below 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.

- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one below 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.

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 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.

Major Duties and Responsibilities:
- Develop and execute a communications strategy for engaging with internal IC and USG stakeholders as well as external partners.
- Plan and implement activities in support of the identification and synthesis of future technology trends to guide IC investments, manage contracts, coordinate forecasted activities, and develop periodic reports for the IC.
- Manage the identification and review of substantive science and technology intelligence developments in coordination with the NISTC, and inform management and staff of emerging developments related to the programmatic initiatives.
- Provide programmatic management oversight of the IC's Post Doctoral Program.
- Represent the ODNI at government and IC wide events including meetings at the National Intelligence Science and Technology Committee, National Security Council, White House Office of Science and Technology Policy, and more.
- Work with the National Academy of Sciences to ensure scientific rigorousness and explore emerging topics.
- Initiate, cultivate, and maintain partnerships with key partners and stakeholders across the Intelligence Community and United States Government.

Mandatory Requirements:
- Bachelor's Degree in a STEM field or 3+ years of comparable professional experience.
- Extensive knowledge and experience with the IC's technology community, including research and development entities, and broad understanding of the organizations, missions and functions, and operating practices of the IC.
- The ability to think strategically, critically, and creatively.
- Demonstrated ability to observe, measure, and evaluate outcomes against goals and objectives and assist leadership with development and implementation of solutions and/or organizational changes.
- Demonstrated ability to interact and communicate with individuals from diverse professional backgrounds.
• Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

• COTR Level 1 or higher certification.

Desired:

• Master’s Degree in a Scientific, Engineering, or Mathematical Discipline or 3+ years of comparable professional experience.

• Deep substantive research experience in at least one IC ‘INT’ field—GEOINT, HUMINT, MASINT, OSINT, or SIGINT.

• Experience building a collaborative community amongst a large and diverse set of stakeholders.

• Experience accomplishing goals utilizing soft power.

Key Requirements and How to Apply

**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 mccream@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.

**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 detaillee, 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 detaillees. **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_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and brookkl@dni.ic.gov (Karren B.) 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 703-275-3799.

**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

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 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.