



# 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

Position Information:

**Job Title:** 20517 - Deputy Group Chief, Africa, Asia, and Europe Group, NCTC/DI - GS-15

**Salary Range:** \$121,316 - \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 10/2/2020 – 10/17/2020

**Position Type:** Cadre, Detailee

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

**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.
- 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 up to 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.
- For a detailee assignment:



- Current Federal Government employees. (Current GS employees at the same grade 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 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):**

The National Counterterrorism Center's Directorate of Intelligence (NCTC/DI) is seeking an exceptional, experienced GS-15 analytic manager with strong leadership, analytic tradecraft, and interpersonal skills to serve as a Deputy Group Chief in its Africa, Asia, and Europe Group (A2E). A2E monitors, analyzes, and integrates all-source intelligence on counterterrorism (CT) issues across three continents for a broad set of USG customers and partners. A2E aims to be at the forefront of NCTC's efforts to develop data-driven network analysis designed to diversify NCTC's audience, while continuing to deliver high quality and insightful strategic analysis.

- Work with the group chief to help implement the vision for the group.
- Evaluate and develop first-line supervisors; serve as a substantive supervisory and analytic resource, teaching and guiding team chiefs; provide substantive feedback to include career development counseling and skills development.
- Help drive the group's production, ensuring that products capitalize on NCTC's unique data access and meet the highest standards of tradecraft.
- Provide expert guidance and leadership to multiple teams in the production of well-crafted sophisticated, complex analytic finished intelligence products on sometimes controversial or particularly difficult issues in support of United States (US) foreign policy and national security



objectives; review final analytic products, written and oral, for clarity, organization, accuracy, and logic; effectively explain highly complex concepts and results to non-expert customers and tailor products to correspond to customer needs.

- Lead and direct teams in or more areas of analytic expertise\* in substantive analytic and management operations; plan, coordinate, and oversee work in a manner consistent with fulfilling organizational directives and accomplishing mission goals.
- Lead and direct multiple teams in the gathering of political, social, cultural, economic, military, scientific, and historical information in support of US interests and policy objectives; guide teams in the development and identification of highly relevant information from internal and external sources to meet client needs.
- Set priorities and drive programs to ensure senior Office of the Director of National Intelligence (ODNI) officials are prepared for policy meetings throughout the Intelligence Community (IC) and US Government (USG).
- Develop and maintain working relationships with senior ODNI officials and, as necessary, principals throughout the intelligence and policy communities; identify issues and developments with internal and external peers, communicating regularly to exchange subject information.
- Develop the substantive analytic and management skills of subordinate employees and supervisors, and contribute to the broader corporate mission of the organization.
- Serve as the primary approver for the allocation of resources including but not limited to training, travel, and contracts; advise senior leadership on resource needs for the entire unit.
- Evaluate and develop first-line supervisors; serve as a substantive supervisory and analytic resource, teaching and guiding team chiefs; provide substantive feedback to include career development counseling and skills development.

## **Mandatory requirements:**

- Expert knowledge of resource management principles and applications coupled with superior managerial experience.
- Superior ability to effectively plan and lead the development of high-quality, complex 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.
- Superior ability to effectively and efficiently address employee skill deficiencies or performance shortcomings and take measurable steps to increase proficiency; expert ability to delegate responsibility and empower team chiefs to make decisions.
- Expert knowledge of area of political, cultural, social, historical, economic, military and diplomatic traits and behaviors of specific country, region, or transnational issue.



- Expert knowledge of analytic tradecraft and the customer base for a specified region, function, or transnational issue.
- Expert knowledge of current and projected analytic capabilities and key US foreign policy and national security objectives for specified region or function.
- Expert analytic and critical thinking skills, including superior to think strategically; superior ability to effectively express complex, multi-discipline ideas and insights verbally and in writing to a variety of audiences up to and including senior leadership.
- Superior ability to remain open-minded and change judgments on the basis of new information and requirements, perform multiple tasks and change focus quickly as demands change, and support group decisions and solicit opinions from coworkers.
- Expert ability to stay informed on current foreign political trends and developments and to work effectively in open-source environment; as required, proficiency in a relevant foreign language.
- Expert knowledge of IC policy and procedures as well as an expert ability to maintain and develop contacts within ODNI and the intelligence and policy communities for purposes of exchanging information.
- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development.

## **Desired Requirement:**

- Previous experience as an analytic deputy group chief or deputy issue manager.
- Familiarity with one or more of the regions in A2E's AOR.
- Demonstrated experience with data or network analysis

## **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.



- 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:** Applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_C\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [wheelke@dni.ic.gov](mailto:wheelke@dni.ic.gov) (*Kenneth W.*) and [harrmaa@dni.ic.gov](mailto:harrmaa@dni.ic.gov) (*Martha H.*) 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\\_C\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [wheelke@dni.ic.gov](mailto:wheelke@dni.ic.gov) (*Kenneth W.*) and



harrmaa@dni.ic.gov (*Martha H.*) 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 703-275-3955.

## **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](mailto: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](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.**