



## General Position Information

**Job Title:** 20618 - Production Coordinator, NCTC/DOS - GS-13

**Salary Range:** \$83,398 - \$128,920

**Vacancy Open Period:** 05/13/2019 – 05/28/2019

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** NCTC/DOS

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

- 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)

- Maintain 24/7 global terrorism situational awareness by coordinating the production requirements for the Operations Center.
- Define and manage the production of all National Counterterrorism Operations Center (NCTOC) situational awareness products and other daily reports; apply techniques to efficiently plan and manage multiple complex projects while adhering to established technical production and quality control standards and guidelines.
- Conduct and provide direction to team members on research, identify various relevant resources of information needed to meet project requirements, and address issues that arise.
- Provide expert editing and quality control over written products by applying knowledge of grammar, punctuation, Directorate of Operations Support writing standards and substantive matters to identify and resolve editorial issues and inconsistencies in content.
- Coordinate with internal and external customers including relevant National Counterterrorism Center (NCTC) Directorates, Intelligence Community (IC) agencies and foreign partners to clarify customer expectations and ensure the development of fully informative and comprehensive NCTOC situational awareness products.
- Foster collaborative relationships with interagency and international partners by maintaining productive relationships that contribute to the quality of developed intelligence products and serve as a subject matter expert on production in the Operations Center.
- Assist the Senior Operations Officer and Deputy Senior Operations Officer in developing and mentoring team members by providing counsel, guidance, and advice on matters relating to research, analysis, and production.

## Mandatory and Educational Requirements

- Thorough knowledge of production principles and intelligence analysis. Ability to provide counsel, guidance, and advice to more junior staff on matters related to report production and content.
- Ability to develop high-quality written products and the poise and confidence necessary to brief counterpart and senior officials on those products and supporting information.
- Ability to establish liaison with counterpart Intelligence Community specialists that results in collaborative intelligence research and analysis.
- Ability to stay abreast of and adopt technological advancements in publishing and printing technologies.
- Thorough knowledge of the IC's mission and structure as well as an understanding of the content and meaning of intelligence collection methods and reporting mechanisms.
- Ability to clearly present information through the written or spoken word; read and interpret complex information; communicate with customers or clients and listen well.
- Interpersonal skills and the ability to work with senior-level staff.
- Ability to work rotating shifts of 12.5 hours in a fast-paced demanding environment.

## Desired Requirements

- None.

## 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 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.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_C\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_C_WMA@dni.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 [saksdav@dni.ic.gov](mailto:saksdav@dni.ic.gov) (*David S.*) and [longvj@dni.ic.gov](mailto: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.

## 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-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO**



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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

**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.**