



## General Position Information

**Job Title:** Communications Officer

**Position Number:** 28157

**Position Grade:** GS14

**Salary Range:** \$126,233 - \$164,102 (not applicable for detailees)

**Vacancy Open Period:** 01/14/2022 – 01/29/2022

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** DNI/SC/PAG

**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-14 cadre position.

## Who 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 will be assigned to the position at the employee's current GS grade and salary.



## **Component Mission**

The Office of Strategic Communications is the trusted voice of the ODNI. We are transforming the way the ODNI engages with the public, the media, and the workforce while investing in every one of our employees. We tell today's intelligence stories to support tomorrow's mission. The Office of Strategic Communications is charged with positioning 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.

The IC's mission is the subject of Hollywood movies, drama series, and front page news. This position gives you the chance to do what all of those producers, writers, and journalists wish they could – tell the IC story from the inside. We are seeking creative, dynamic and forward thinking communications officers to develop and deliver communications to a wide range of internal and external stakeholders.

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

Develop and deliver communications to a wide range of internal and external stakeholders.

Serve as a communications consultant to senior leadership at the Office of the Director National Intelligence (ODNI) and, based on assignment, provide substantive advice and counsel on the development of internal communications, strategic communications, and/or media relations.

Plan, develop, and execute a comprehensive ODNI strategic communications plan for an assigned area of responsibility that effectively communicates the ODNI's mission, vision, and goals to a specific set of assigned stakeholders; plan should include, but not be limited to, goals and objectives, situational analysis, key messages, target audiences, and planned communications events, programs, and activities.

Cultivate and maintain productive working relationships with staff in other communications organizations in the Intelligence Community (IC), and, as appropriate, members of the media, community leaders, policy groups, and/or concerned constituencies to provide information about ODNI mission, programs, and activities.

Plan, develop, and disseminate information to stakeholders using a full range of media and communication methods; based on assignment, methods may include Town Halls, roundtables, ODNI senior principal speeches and Congressional testimony, workforce memorandums, ODNI brochures and publications, press releases, questions and answers (Q&A) and frequently asked questions (FAQs) documents, Internet and web 2.0 communications, and/or video presentations.

## **Mandatory and Educational Requirements**

Strong oral and written communication skills with the ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.

Demonstrated expert knowledge and experience in one or more of the following areas

Communications

Public Affairs

Journalism



Media/Broadcasting

Marketing

Strong customer service and interpersonal skills

Strong oral and written communication skills including the demonstrated ability to communicate complex information and ideas to general audiences.

Demonstrated ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail; demonstrated ability to work effectively with ODNI's senior leaders in a high profile and demanding office.

Knowledge of the ODNI & Intelligence Community's missions, disciplines, and functions

## Desired Requirements

None

## 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.

**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-HR-HRM-TEAMA-Mailbox@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.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.



# 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

## 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: [DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMA-Mailbox@cia.ic.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 Reasonable Accommodation Office Representative by classified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 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.**