



**General Position Information:**

**Job Title:** 29547 - Public Outreach Officer - GS-14

**Salary Range:** \$108,887- \$141,555

**Vacancy Open Period:** 11/04/2016-11/11/2016

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** PAO/ODIR

**Duty Location:** McLean, VA

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

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

**Relocation Expenses:** N/A

**Job Interview Travel:** N/A

**Position Information:**

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.

**Who May Apply:**

Current GS employees at the same grade as the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not 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.



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

- Organize public outreach events, primarily for the Director of National Intelligence (DNI), Principal Deputy Director of National Intelligence (PDDNI), and DIS, and secondarily for other ODNI senior staff.
- Manage relationships with host organizations, identifying external relation requirements and coordinating with the appropriate ODNI components on both the planning and execution of events; ensure principals have necessary information to prepare for events.
- 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.
- Establish and maintain effective working relationships with key external stakeholders interested in or affected by ODNI programs or policies. Arrange for briefings with stakeholder groups such as influential community leaders, academic institutions, public policy organizations, and other concerned constituencies, to provide accurate information on ODNI policies and agendas.
- Assess public reaction to, and identify the extent of public understanding of the ODNI, and provide recommendations for improved delivery of key messages to the public.
- Manage and synchronize ODNI public outreach activities with internal communications and media relations activities to ensure comprehensive distribution of key information to relevant audiences and stakeholders.
- Cultivate and maintain collaborative 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.
- Coordinate public outreach activities among intelligence organizations and other US Government agencies as necessary to ensure key Intelligence Community (IC) messages are consistent and synchronized.
- Maintain the ODNI Speakers Bureau/Events Database and make recommendations for appropriate staff to represent the ODNI at public events.

## **Mandatory and Educational Requirements:**

- Extensive knowledge of the ODNI, IC, Congress, and the overall national security apparatus.



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- Demonstrated oral and written communication skills with the ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Demonstrated interpersonal skills and the ability to interact with a variety of audiences and convey information to a variety of audiences with different levels of comprehension of ODNI's mission, vision and goals.
- Demonstrated analytical and critical thinking skills, including the ability to think strategically and to develop and produce complex public affairs information and materials.
- 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.
- Demonstrated ability to develop innovative and flexible solutions that result in the identification of new or innovative ways to handle unfamiliar or complex problems, make key contributions to group efforts, and take initiative.

## Desired Requirements:

- None

## 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 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.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mcpherc@dni.ic.gov](mailto:mcpherc@dni.ic.gov) (Candace M.) and [joswicd@dni.ic.gov](mailto:joswicd@dni.ic.gov) (Daniel J.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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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 703-275-3811.

## 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: 703-275-3811; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@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 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.**