



## General Position Information

**Job Title:** 30617 - Media Relations Officer - GS-15

**Salary Range:** \$114,590 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 12/17/2018 – 03/16/2018

**Position Type:** Cadre, Detailee

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

**Division:** CMO/CMO

**Duty Location:** McLean, VA

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

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

**Relocation Expenses:** Not Authorized.

**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

**\*\*\* OPEN UNTIL FILLED: This announcement will be open until this position is filled. Cut off points are scheduled in two-week increments. After each cut-off, all compliant applicants received during the previous two weeks will be reviewed for considerations. \*\*\***

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 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 cadre.
- For a detailee assignment:



- Current Federal Government employees. (Current GS employees at the same grade or one grade 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

Strategic Communications – Positions 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. Builds relationships, partnerships and strategies to create the right level of insights and transparency internally and externally, garnering the understanding and support of the American public.

## Major Duties and Responsibilities (MDRs)

- Serve as media spokesperson for the ODNI.
- Provide advice and counsel to the ODNI leadership on all matters with respect to public engagement and a proactive media approach.
- Prepare and facilitate subject matter experts for print, web, radio or television media interviews.
- Develop media relations strategies that advance National Security, ODNI and IC priorities and build upon ongoing transparency initiatives and efforts.
- Prepare and coordinate news releases, media advisories, public affairs guidance, and responses to inquiries from United States (U.S.) and international media to support ODNI events and activities; develop news releases and other publicly releasable documents in accordance with approved style guide, e.g. "Associated Press Stylebook."
- 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.
- Plan, research, collect, write, edit, and disseminate substantive articles that highlight major IC initiatives and "success stories" for the ODNI's internal and external publications.
- Develop 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. Deliver timely, relevant and important information to the ODNI and IC workforces to facilitate understanding of the ODNI's mission, goals and strategies.
- Lead, direct, and continually refine end-to-end communications procedures, business practices, and processes for best effect and maximum efficiency.

## Mandatory and Educational Requirements

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



- Proven experience in media relations, public relations, journalism or serving as a press secretary in the U.S. government, or relevant private sector work.
- Demonstrated ability to design and implement innovative and successful communication strategies for IC initiatives and programs.
- Superior oral and written communication skills with the ability to conduct and lead independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Superior 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.
- Proven ability to work with senior officials, to build and sustain professional networks in a fast-paced, multi-tasked environment, and to manage competing priorities.
- Superior analytical and critical thinking skills.
- Proven ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail.

## 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.
- 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-MSD-HR-RR-Team\\_A\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [longvj@dni.ic.gov](mailto:longvj@dni.ic.gov) (*Vincent L.*) and [mccreaz@dni.ic.gov](mailto:mccreaz@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 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 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.
- 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-MSD-HR-RR-Team\\_A\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [longvj@dni.ic.gov](mailto:longvj@dni.ic.gov) (*Vincent L.*) and [mccreaz@dni.ic.gov](mailto:mccreaz@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.

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