JOB TITLE: Research Fellow/Senior Research Fellow  
SERIES AND GRADE: AD-0101-02A/03  
SALARY RANGE: $125,213 to $140,000 / Per Year  
POSITION INFORMATION: Full Time - Excepted Service Term NTE 3 years  
OPEN PERIOD: Monday, 23 November 2015 to Sunday, 10 January 2016  
WHO MAY BE CONSIDERED: United States Citizens  

BACKGROUND:  
This is a Research Fellow/Senior Research Fellow (Europe/NATO) position in the Center for Strategic Research (CSR) of the Institute for National Strategic Studies (INSS) at the National Defense University (NDU). The Research Fellow/Senior Research Fellow will research, analyze, lecture, brief, and publish on strategic defense policy and decision-making processes related to U.S. security issues with Europe, NATO, EU, and other trans-Atlantic defense and security organizations. The appointment grade will be determined by the years or professional experience and other qualifications of the selected applicant.  

One of five research centers within INSS, the Center for Strategic Research (CSR) serves as an independent, non-partisan and unbiased advisor to Defense leadership on a variety of regional and functional issues of strategic import to the national security policy and decision-making community. The CSR mission is to provide support to joint professional military education and leader development and strategic support to the Secretary of Defense, Chairman of the Joint Chiefs of Staff, and the combatant commands through studies, reports, briefings, and memoranda; to conduct directed research and analysis in strategic and regional studies; and to engage in independent and leading edge research and analysis in related areas. Strategic studies encompass national security strategy, to include defense policy and organization, transnational security, command and control, and future warfare. Regional studies encompass defense policy, defense cooperation, and military strategy issues as they relate to significant countries or geographic areas. CSR’s publication product line includes books, Strategic Perspectives, policy papers, conference papers, and journal articles.  

SUMMARY OF DUTIES:  

Research Support  
The Research Fellow/Senior Research Fellow’s primary duties are to support the INSS and CSR missions and their major clients by: conducting research in support of Joint education, leader development, and strategic support; publishing peer-reviewed original research articles (or their equivalent) and promoting research products through briefings, social media, opinion pieces, and other outreach activities; conducting and/or participating in briefings, roundtables, workshops or conferences (or their equivalent)
resulting in event reports; producing internal products for and from educational outreach
events and trips that support DoD and other national security organizations; making
presentations in the senior fellow’s area of subject matter expertise to assist other NDU
components; responding promptly to all administrative and management requests for
support; increasing CSR output through collaborative relationships; and leading or
participating on collaborative teams as requested.

As a recognized, published expert in defense policy or national security strategy, the
Research Fellow/Senior Research Fellow conducts research on national security policy,
national strategy, and/or national military strategy. The Research Fellow/Senior
Research Fellow reviews books, journals and other primary sources to ensure currency
with developments related to INSS projects within area of expertise and assigned projects
which are currently in progress. The incumbent writes scholarly studies and strategic
analyses, delivers oral briefings involving the broad areas of national security strategy
and policy, geostrategic trends, US and regional military force assessment and defense
policy. Products, whether written or oral, are professional and contain the most current
information available on the subject or issue in question. Incumbent presents study and
research results to senior Department of Defense officials such as the Secretary of
Defense, Deputy Secretary of Defense and the Chairman of the Joint Chiefs of Staff. Study
and analysis projects are a balance of near-term tasking and longer-term, in-depth
analysis. The incumbent must react appropriately to provide timely responses to tasking
and to comply with the requirements of top policy makers.

The Research Fellow/Senior Research Fellow interacts with staff, faculty and students of
the NDU education components to develop programs, curricula, etc., in support of
University goals and requirements. The incumbent contributes to the intellectual
community of professional military education institutions in general and to the University
in particular.

The incumbent interacts with the appropriate offices within the Joint Staff, Office of the
Secretary of Defense, Combatant Commanders, and other government agencies and
civilian institutions and businesses as required to attain assigned objectives; and
complies with directions from higher authorities. As required, the incumbent attends
meetings, conferences and symposia that provide an essential information exchange with
a wide variety of Combatant Commands, government agencies, academic institutions and
businesses. The incumbent keeps abreast of a wide variety or strategic studies and
research activities of the Joint Chiefs of Staff, the Office of the Secretary of Defense, the
Services, other government agencies, industry and academia.

The Research Fellow/Senior Research Fellow participates in collaborative relationships
as a member of a group or research team assigned to examine a particular national
security policy issue or question. The incumbent ensures all actions contribute in a
professional and positive manner to timely attainment of assigned group or team
objectives.

REQUIRED QUALIFICATIONS:

Applicants will be rated on the basis of the criteria listed below. Candidates MUST:

- Possess an earned Master’s degree (doctorate or other terminal degree strongly
  preferred) from a regionally accredited institution of higher education (or
international equivalent) in an appropriate discipline such as international relations/affairs, public policy, or national security affairs.

- Senior Research Fellows will have at least ten years of professional experience in conducting scholarly research and publication, or as a practitioner having held senior positions in government or the private sector as a leading practitioner with proven analytic skills.

- Research Fellows will have at least five years of professional experience in conducting scholarly research and publication, or as a practitioner in positions in government or the private sector relevant to the INSS mission with proven analytic skills, and exhibits promise in research (sustained record of excellence in shared and independent analytic research and writing) and outreach (demonstrated aptitude in collaboration across institutional boundaries).

- Demonstrate significant research experience in and on western European countries with an extensive record of publication in the fields of European strategic defense policy and decision-making, the North Atlantic Treaty Organization (NATO) alliance and other transatlantic defense and security issues, and European Union security issues, preferably in books and peer-reviewed journals.

**DESIRED QUALIFICATIONS:**

- Fluency in a European language (French preferred) with proficiency in speaking, reading, and writing in the language.

- Experience in developing and teaching graduate-level courses in relative areas dealing with international affairs or national security policy and decision-making.

- Skill in leading, supporting or mentoring individuals or teams during the conduct of research activities.

**HOW YOU WILL BE EVALUATED:**

A screening panel will review your resume, writing sample, transcripts and narrative responses to the highly qualifying criteria listed below to evaluate your qualifications for the position. Your narrative responses to the highly qualifying criteria provide information on your education, training and experience related to the following critical competencies:

- Education
- Fluency in a European Language
- Research, Writing, and Publication
- Strategic Analysis and Policy Expertise
- Building Partnerships
- Teaching

All applicants must submit a writing sample which exemplifies their research and writing skills; preferably something which has been published in a book or peer-reviewed journal. Applicants selected to interview will be required to make a presentation to NDU researchers and faculty that demonstrates their research methodology, ability to analyze
issues relative to national security, and ability to convey key findings to senior policy makers.

HIGHLY QUALIFYING CRITERIA:

Please address the Highly-Qualifying Criteria in a separate attachment.

1. Please provide the response that describes your educational background.
   a) I have an earned Ph.D. in an appropriate discipline such as international relations/affairs, public policy, history, or national security affairs related area.
   b) I have an earned Master’s degree in an appropriate discipline such as international relations/affairs, public policy, history, or national security affairs related area and am currently enrolled in a doctoral program and progressing toward a doctoral degree from a regionally accredited, major university (or international equivalent).
   c) I have an earned Master’s degree in an appropriate discipline such as international relations/affairs, public policy, history, or national security affairs related area.
   d) I have an earned Ph.D. or Master’s degree in an academic discipline other than in international relations/affairs, public policy, history, or national security affairs related area.
   e) I do not have either an earned Ph.D. or Master’s degree.

2. Please provide the response that describes your European language skills (French is preferred).
   a) I am fluent in one or more European language(s) and proficient in speaking, reading, and writing in that/those language(s). If so, in which language(s)?
   b) I am able to conduct research using written sources in one or more European language(s), but have limited proficiency in speaking that/those European languages. If so, in which language(s)?
   c) I am proficient in speaking in one or more European language(s) but am not able to conduct research using that/those European language written sources. If so, in which language(s)?
   d) I do not have European language skills that are professionally useful.

Please provide narrative responses to the following questions (do not just cut and paste what is in your resume):

3. Please provide examples of your experiences that address the following factor:
   • Your depth of experience in conducting research in and on western European countries and record of publication in the fields of European strategic defense policy and decision-making, the North Atlantic Treaty Organization (NATO) alliance and other transatlantic defense and security issues, and European Union security issues, and on the implications of these matters for U.S. national security policy and defense plans.

4. Please provide examples of your experiences that address the following factor:
• The length and depth of your professional experience in having held senior positions in government or the private sector as a leading practitioner with proven analytic skills regarding European strategic defense policy and decision-making, the North Atlantic Treaty Organization (NATO) alliance and other transatlantic defense and security issues, and European Union security issues, and on the implications of these matters for U.S. national security policy and defense plans.

5. Please provide examples of your experiences that address the following factor:
• Your experience and record of success in briefing and interacting with senior officials in the Department of Defense, other USG agencies, and foreign governments.

6. Please provide examples of your experiences that address the following factor:
• Your experience in developing and teaching graduate-level courses in relevant areas dealing with international affairs or national security policy and decision-making.

7. Please provide examples of your experiences that address the following factor:
• Your experience conceiving, organizing, and executing conferences, workshops, and/or dialogues.

CONDITIONS OF EMPLOYMENT:

1. This is a National Defense University Excepted Service, civilian position in support of the academic enterprise, as provided under Title 10 authority.

2. Travel requirements for this position are seldom. The incumbent may be required to travel up to 15% of the time and travel. Must be physically able and willing to travel.

3. Ability to obtain and maintain a TOP SECRET/SCI security clearance.

4. The first 18 months will be probationary. Appointment will be for three years and may be renewed in one to six year increments thereafter, subject to the availability of funding. Selectee must agree to sign a Statement of Understanding explaining the conditions of the appointment.

5. The selectee for this position will be subject to random drug testing.

HOW TO APPLY:
Submit your resume, transcripts, writing sample and responses to the Highly-Qualifying Criteria to inssresumes@ndu.edu.

If you claim Veteran’s Preference, (5 or 10 points) you MUST provide a copy of your DD Form 214 (Member Copy 4) listing the dates of military service and rank. If you are claiming 10 points (10 percent or more disability), you must also provide a letter from the Veterans Affairs Office and a completed SF-15 (Application for 10-point Veterans Preference - http://www.opm.gov/forms/pdf_fill/SF15.pdf ) substantiating your claim.

FOR FURTHER INFORMATION CONTACT: Donald Mosser, (202) 685-3844, MosserD@ndu.edu
**BENEFITS:**

NDU has a comprehensive benefits package that includes retirement, social security, and thrift savings; health, life, and long term care insurance; paid vacation, sick leave, and holidays. NDU employees enjoy flexible work schedules, transit subsidy, three onsite fitness facilities, and the opportunity to telecommute. To find out more, go to [https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/#url=Overview](https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/#url=Overview)

Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, religion, color, age, lawful political or other affiliation, marital status, sex, or national origin or for any handicap which does not interfere with accomplishment of the duties of the position.