



General Position Information

Job Title: 16069 - Assistant Inspector General for Audits – SNIS - 1

Vacancy Open Period: 04/06/2021-05/04/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI and External Candidates, Detailees

Division: DNI/IG/AUD

Duty Location: Reston, 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 or external candidate to fill a SNIS - 1 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

- Senior Service (SNIS, SES, SIS, DISES, DISL) and highly qualified GS-15 candidates 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 permanent cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- Current Federal Government employees. Senior Service (SNIS, SES, SIS, DISES, DISL) and highly qualified GS-15 candidates may apply.
- Candidates outside the Federal Government.



For a detailee assignment:

- Current Federal Government employees. Senior Service (SNIS, SES, SIS, DISES, DISL) and highly qualified GS-15 candidates 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission

The Office of the Inspector General of the Intelligence Community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support Division, the Center for Protected Disclosures, and Counsel to the Inspector General.

The Audit Division provides independent and objective audits of the Intelligence Community and ODNI to promote economy, efficiency, and effectiveness of programs and operations, and to reduce fraud, waste, abuse, and mismanagement. Audits are conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States.

Major Duties and Responsibilities (MDRs)

- Advise the Inspector General and Principal Deputy Inspector General on audit matters affecting ODNI, the IC, and other Offices of the Inspectors General.
- Represent the IC IG in communicating and prioritizing IC-wide audit requirements with ODNI senior leaders and other stakeholders to ensure ODNI understands and complies with federal laws, regulations, or other mandatory guidelines.
- Oversee professional level staff in the planning, conduct, and reporting of financial and performance audits, attestations, or agreed-upon procedures for organizational activities within the Intelligence Community (IC) and the ODNI in compliance with the Government Accountability Office's *Government Auditing Standards* (GAS).
- Develop short and long-term goals and initiatives for the Audit division that support the IC IG strategic plan, and strengthen and improve oversight of ODNI and IC-wide programs and activities; IC IG hiring practices and internal processes; and, collaboration and communication with our partners in the IC.
- Oversee audit functions and activities to include staff workload determinations; planning and scheduling of audits; coordination of organizational audit planning, goals, and objectives; and, development of the annual work plan.
- Oversee the management and execution of multiple complex audits including the development of audit objectives and methodologies; the gathering and analysis of data; and, the development and presentation of findings and recommendations to senior IC and ODNI officials.



- Lead and manage professional staff, including evaluating performance and writing Performance Evaluation Reports, collaborating on goal setting, and providing feedback and guidance regarding personal and professional development opportunities.
- Develop and manage the Audit Division's budget for personnel resources, travel, training, and other logistical needs.
- Review all reports to ensure that they are clear and compelling, that conclusions are well supported, and that recommendations address the root cause of deficiencies identified to improve the efficiency and effectiveness of agency programs and operations.
- Oversee the IC IG's contract with an Independent Public Accounting firm and other service agreements with the Central Intelligence Agency for audit services procured.
- Lead the IC-wide Joint Audit Working Group to promote collaboration across the IC, identify audits, projects, and areas of concern that affect the IC and Federal government, and share best practices and lessons learned.

Mandatory Technical Competencies

- Demonstrated senior level experience in an oversight function supervising subordinate managers and a diverse workforce conducting and reporting complex and comprehensive audits of an organization's internal and external activities in accordance with the Government Accountability Office's *Government Auditing Standards*. Demonstrated ability to evaluate the effectiveness of alternate solutions, courses of action, and strategies to address complex, controversial, and multi-faceted issues to improve organizational performance.
- Expert knowledge of auditing concepts, principles, practices, and techniques; and the ability to analyze, plan, organize, direct and adjust functions as needed to ensure work products are timely, technically conform with *Government Auditing Standards*, and meet program requirement objectives. Exhibits knowledge and skill in the development and/or use of new or innovative auditing techniques or methodologies.
- Advanced interpersonal skills and proven ability to represent the organization in formal and informal interactions. Demonstrated awareness of and sensitivity to communicate with a diverse workforce and various audiences; and, the ability to provide oral presentations and written products in a clear, concise, compelling, and relevant manner to persuade internal and external senior leadership, stakeholders, and people at all staff levels.
- Expert ability to lead by example and exemplify IC IG core values of Integrity, Independence, Commitment, Diversity, and Transparency; and, demonstrated knowledge of the mission, organization, and functions of the IC IG, ODNI, and Intelligence Community.

Minimum Qualifications

ODNI uses the Resume-based Merit Staffing Selection Method. However, it is highly encouraged that applicants address the OPM Executive Core Qualifications (ECQs) in their application for this position.

To meet the minimum qualification requirements for this position, applicants must demonstrate in their resume and narrative statements they possess the ECQs and Mandatory Technical Competencies listed in this vacancy. Your resume should emphasize levels of responsibility, scope and complexity of programs managed, and program accomplishments, and results.



- **Experience:** Applicant must have at least 10 years of auditing experience, preferably with at least 5 years in the IG audit community. Applicant must also have supervisory experience.

- **Education:**

A. A degree in accounting, auditing, or a degree including courses in a related field such as Business Administration, Finance, or Public Administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR

B. Combination of education and experience. At least 10 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include at least one of the following:

- 1) 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
- 2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
- 3) Completion of the requirements for a degree that included substantial course work in accounting or auditing (e.g. 15 semester hours, but that does not fully satisfy the 24 semester hours in paragraph A) provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field (e.g. valuation engineering or financial institution examining); (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

Certifications/Licenses: One or more of the following certifications is desired, but not required.

Certified Public Accountant (CPA)

Certified Internal Auditor (CIA)

Certified Fraud Examiner (CFE)

Certified Information Systems Auditor (CISA)

Certified Government Financial Manager (CGFM)

- **Other:** IC experience is highly desired but not required.

Key Requirements and How To Apply

Internal ODNI Cadre Candidates:



A complete application package must include:

- a. **RESUME:** Applicants are encouraged to review the vacancy announcement carefully. All applicants must 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 dni_coo_hrm_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to review the vacancy announcement carefully. All applicants must 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.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



- e. **SF-50 (if applicable):** Current or former 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. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates must submit an application through the classified IC Applicant Gateway website* at <https://apply.intelligencecareers.gov/job-listings?agency=ODNI>. Applicants experiencing technical issues, or inability to access the IC Applicant Gateway website may submit their application via email to either dni_coo_hrm_semo_wma@cia.ic.gov gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to review the vacancy announcement carefully. All applicants must 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. **SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applicants from federal agencies outside the IC should be sent to either dni_coo_hrm_semo_wma@cia.ic.gov gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.



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.

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.

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.

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil
- Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 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.**