



**Central Intelligence Agency
Office of Inspector General**

Assistant Inspector General for Investigations

Grade: Senior Intelligence Service (SIS) or Senior Executive Service (SES) equivalent

Salary Range: \$119,554 to \$179,700

Location: Washington Metro Area

Vacancy Close Date: 09 Oct 2012

Security Clearance Required: Top Secret//SCI

Polygraph Level Required: Full Scope

Duty Description Overview:

The Office of Inspector General (OIG) is seeking an experienced and energetic senior manager and leader to serve as its Assistant Inspector General for Investigations (AIGI). The OIG investigates complaints and allegations of fraud, waste and misuse of government funds and equipment, conflict of interest, abuse of authority, and other matters involving administrative or criminal misconduct, in compliance with Council of the Inspectors General on Integrity and Efficiency (CIGIE) standards. It also conducts proactive initiatives. Specific responsibilities of the AIGI include:

- Managing an investigative staff of approximately 40, with responsibilities that include setting strategic direction for the staff, allocating resources, monitoring productivity, ensuring accurate and timely feedback, and providing guidance on career development.
- Ensuring investigations are conducted in accordance with standards promulgated by the CIGIE by issuing related policies and procedures, providing necessary investigative tools, and ensuring staff receive appropriate training.
- Reviewing and editing products to ensure that they are prepared in accordance with investigative standards and are timely and relevant. Also, the administrative investigations contain recommendations that are properly supported.
- Participating as an integral member of the OIG management team and supporting the IG in the efficient planning and implementation of general OIG activities.

- Interacting with senior officials internal to and external of the CIA regarding investigative matters, including building relationships with representatives of other Intelligence Community agencies, other OIGs, the Department of Justice, law enforcement agencies and other government entities.

Minimum requirements: The successful candidate will be an SIS or SES equivalent with the following qualifications:

- Prior criminal and administrative investigative experience.
- Strong interpersonal skills, including the ability to effectively interact with officers and other stakeholders at all levels, internal to and external of the CIA.
- Demonstrated integrity and excellent judgment
- Senior level management and leadership skills.
- Proven analytical skills.
- Excellent oral and written communications skills.

Desired Prior Experience:

- Previous experience in the Inspector General Community.
- A working understanding of CIGIE Quality Standards for Investigations and/or the Attorney General Guidelines for law enforcement agencies.
- Knowledge of CIA's programs and activities, relevant laws and regulations.

This AIGI will report to the Deputy Inspector General.

This is not a law enforcement retirement covered position.

Applicants must be able to obtain and maintain a Top Secret (TS) Clearance with Sensitive Compartmented Information (SCI).

All applicants must successfully complete a thorough medical and psychological exam, a polygraph interview and an extensive background investigation. US citizenship is required.

To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last twelve months. The issue of illegal drug use prior to twelve months ago is carefully evaluated during the medical and security processing.

Important Notice: Friends, family, individuals, or organizations may be interested to learn that you are an applicant for or an employee of the CIA. Their interest, however, may not be benign or in your best interest. You cannot control whom they would tell. We therefore ask you to exercise discretion and good judgment in disclosing your interest in a position with the Agency. You will receive further guidance on this topic as you proceed through your CIA employment processing.

How to Apply:

Application packages can be submitted via unsecured fax to (703)874-1988 or e-mail to karengm@ucia.gov no later than COB on the closing date of this announcement.

Applications will not be accepted after the vacancy closing date.

Applicants must submit a resume and performance appraisals covering the last 2 years. A summary may also be submitted of your experience no more than two typed pages, standard margin, single line, font 11; name and position title on each page.