



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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POSITION TITLE	15780 - Intelligence Oversight Auditor - GS-15
JOB ANNOUNCEMENT NUMBER	15780
SALARY RANGE	\$126,245 - \$158,700
VACANCY OPEN PERIOD	5/27/2014- 6/3/2015
POSITION TYPE	Permanent
DUTY LOCATION	Reston, VA
WHO MAY APPLY	Internal and External Candidates
SECURITY CLEARANCE	TS/SCI with CI Polygraph
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	Discretionary based on availability of funds

POSITION INFORMATION:

This is an opportunity for a GS-14 to GS-15 permanent position in the ODNI.

Who May Apply: Internal and external candidates to include

- Current Federal Government Employees
- Non-Federal Government Employees
- Current ODNI Permanent Employees
- Current ODNI Staff Reserve Employees

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.

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

ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a GS employee of the ODNI or another federal agency, assignment will be made to the position at the employee's current GS grade and salary.

Salary for a selected non-federal candidate will be set within the salary range of the position based on qualifications and experience. Promotion for all ODNI GS permanent employees will be considered at an annual Career Advisory Board.



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Key Requirements for External Candidates

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation
- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

COMPONENT OR OFFICE MISSION:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

MAJOR DUTIES AND RESPONSIBILITIES:

- Oversee, lead, plan, and conduct evaluations of intelligence activities within the Office of the Director of National Intelligence (ODNI) and the Intelligence Community (IC) to evaluate compliance with IC authorities and restrictions, particularly with respect to the handling of U.S. person information and other sensitive topics, in accordance with IC IG and Council of Inspectors General of Integrity and Efficiency (CIGIE) standards.
- Provide leadership in applying appropriate standards of internal control and qualitative and quantitative analytic methods to assess compliance with Federal law, Executive Orders, Presidential Directives, and internal regulations and policies while balancing risk mitigation and the need for economy, efficiency, and effectiveness.
- Provide leadership in conducting evaluations, defining data requirements, collecting and analyzing documentary evidence, designing and conducting interviews, and synthesizing information to reach conclusions on the conduct of intelligence activities.
- Lead testing of controls, development and presentation of findings and recommendations in reports and briefings, and follow-up on recommendations.
- Mentor others on acquired knowledge of subject matter of interest that is useful to the conduct of evaluations. Mentor and learn from team intelligence oversight auditors on knowledge/techniques.
- Lead the development and presentation of findings and recommendations to ODNI and IC senior leaders regarding actions they should take to address deficiencies identified in evaluations in accordance with standards for the activity being reviewed.
- Oversee and lead the planning, preparation, and presentation of written documents, including reports of reviews and memoranda, to management; and also lead the development and presentation of background material and oral briefings to senior leaders on findings, recommendations and observations reached during reviews.
- Oversee and lead the analysis of information from IC elements and prepare reports in accordance with guidance for the Intelligence Oversight Board of the President's Intelligence Advisory Board on intelligence oversight. Monitor trends in compliance and violations/corrections. Identify areas for improvement.
- Oversee the monitoring and assessment of progress of corrective measures taken by senior ODNI and IC leadership in response to recommendations, and provide expert advice on standards to officials regarding implementation of recommendations.

POSITION QUALIFICATIONS:

Required Knowledge, Skills and Abilities (KSAs):



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- Broad expert knowledge of the mission and responsibilities of the ODNI, elements of the Intelligence Community, and of an Office of Inspector General. Experience in an IC element is preferred.
- Demonstrated superior ability to lead a team, develop plans, conduct research, execute projects, and write reports to substantiate findings and develop actionable recommendations.
- Demonstrated superior ability to examine information, identify problems and deficiencies, uncover root causes, develop findings, and make cogent, actionable recommendations.
- Expert analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.
- Superior judgment and expert ability to form objective conclusions and recommendations based on evidence and other pertinent information.
- Superior oral and written communication skills and demonstrated expert ability to produce clear and logical reports.
- Superior interpersonal and negotiation skills, including the ability to interview, negotiate, brief senior officials, and work effectively, both independently and in teams or other collaborative environment.

HOW YOU WILL BE EVALUATED:

Applicants are encouraged to carefully review the position description and required KSAs qualifications and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

BENEFITS:

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

Main site for new federal employees: http://www.opm.gov/insure/new_employee/index.asp

- 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.ltcfed.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 are 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

ADDITIONAL 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



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email at DNI-EEOD-RA-ACF@exchange.cia.ic.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 BELOW.**

HOW TO APPLY:

A complete application must include the following:

- a. **RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.
- b. **KSAs** - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe how your past work experience, education and accomplishments demonstrate that you possess the knowledge and skills required for this position.
- c. **VACANCY NUMBER** - Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace R. McPherson*) and hoylegr@dni.ic.gov (*Greta A. Hoyle*) 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.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by the closing date of the 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 **ONLY** be contacted if they have been selected for an interview.

AGENCY CONTACT INFO:



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ODNI Recruitment; Phone: (703)275-3811; Email: Recruitment_TeamB@dni.gov