



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## **General Position Information:**

**Job Title:** 17137 – Deputy Assistant Inspector General for Audits

**Salary Range:** \$126,245 - \$158,700

**Vacancy Open Period:** 9/2/15 to 9/16/15

**Position Type:** Permanent

**Who May Apply:** Internal and External Candidates

**Duty Location:** Reston, VA

**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-15 permanent position in the ODNI.

**Who May Apply:** Internal and external candidates to include

- Current Federal Government Employees
- Candidates Outside the Federal Government
- 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 may apply.*

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

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



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## **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

## **Major Duties and Responsibilities:**

- The incumbent will serve as the Deputy Assistant Inspector General for Audits. Duties include, but are not limited to, the following:
- Lead professional staff in planning and conducting comprehensive program, financial, contract, acquisition, and information technology-related audits and reviews of activities within the Office of the Director of National Intelligence (ODNI), and the Intelligence Community (IC) at-large to detect and prevent waste, fraud and abuse and ensure compliance with Generally Accepted Government Auditing Standards (GAGAS).
- Lead professional staff in planning and conducting ODNI and IC-wide financial and operational audits; oversee, direct, and determine the design, sequencing, and management of interviews, as well as the data to be reviewed; oversee the collection and analysis of all relevant data using statistical and analytical methods, and the use of audit results and analysis to develop recommendations for improving compliance, effectiveness, efficiency, and accountability.
- Lead professional staff in planning, developing, and presenting written reports and oral briefings for senior leaders regarding findings and status of complex audits.
- Lead professional staff in planning, developing, and conducting multiple, complex audits that require an integrated analysis of a number of different operational programs, financial, and accounting systems.
- Lead staff in providing senior ODNI and IC leadership with expert advice and counsel on the development of ODNI policies that are designed to detect and prevent waste, fraud, and abuse and address systemic issues identified in audits that detract from program or operational effectiveness.
- Lead staff in planning and conducting initiatives to identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to address issues identified in audits in order to promote financial compliance, efficiency, and effectiveness in the administration of programs and operations.
- Lead staff in assessing the progress of corrective measures taken by senior ODNI and IC leadership, and provide substantive advice and innovative solutions to senior officials regarding implementation of recommendations.
- Lead staff in developing and presenting briefings that keep the DNI fully informed of systemic issues detracting from operational performance and program effectiveness as well as of other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.
- Directs application of generally accepted principles and conducts audit within generally accepted Government standards in accordance with the agency's financial management policies.
- Oversees the team obtaining sufficient reliable evidence through inspection, observation, inquiries, and confirmation to provide reasonable basis for an opinion regarding the activity or organization under examination.
- Oversees the team study and execution/implementation of existing applicable laws, policies, procedures and systems of internal controls within the organization's financial operations.
- Manage team's use of statistical and/or judgmental sampling to examine and test financial records and management controls to determine the degree of efficiency, economy, and effectiveness with which an organization discharges their financial duties; in-depth examinations of existing internal controls, and accounting operations to identify and determine ineffective, inefficient or best practices.
- Establish audit procedures required to attain audit objectives in view of the level of system reliability.

## **Knowledge, Skills and Abilities (KSAs):**

### **REQUIRED**

- Expert knowledge of the theory, concepts, practices, and techniques of auditing, to include the GAGAS and the identification of conditions, causes, criteria, effect, and recommendations.
- Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development at all levels of personnel.
- Superior interpersonal skills including the ability to interview, negotiate, and brief senior officials; superior ability to lead an audit team in the development of audit plans, conduct highly complex audit projects, and write reports to substantiate findings.
- Superior analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop expert recommendations based on qualitative and quantitative data.
- Bachelor's degree in accounting, business administration, finance, or public administration and/or a certificate as a Certified Public Accountant, Certified Internal Auditor, or Certified Information Systems Auditor or comparable professional experience at the full performance level in accounting, auditing or a related field.

## **How You Will Be Evaluated:**

Applicants are encouraged to carefully review the position description and required KSAs 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.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## **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](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.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 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 Dependant Care:  
<http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

## **Other Information:**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. If you need reasonable accommodation for any part of the application 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 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.

## **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.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

C .COVER LETTER - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.

d. PERFORMANCE EVALUATIONS - Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.

e. 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 Information:**

ODNI Recruitment: Phone: 703-275-3811; Email: Recruitment\_TeamB@dni.gov