



**Central Intelligence Agency
Office of Inspector General**

Expert Auditor

Grade: GS-15

Additional Grades Accepted: GS-14

Location: Washington Metro Area

Vacancy Close Date: 7 Oct 2016

Security Clearance Required: Top Secret//SCI

Polygraph Level Required: Full Scope

Duty Description Overview:

The Office of Inspector General (OIG), Office of Audits is seeking a highly motivated, dynamic officer to serve at the Expert level in the Procurement Division. The Expert Auditor works independently planning audits, serving as the Auditor-In-Charge or Team Leader of an audit team, preparing draft and final reports, and following up on open recommendations from past audits. The Expert Auditor reports directly to a SIS (SES) level division chief. Successful candidates must be able to:

- Plan and execute audits.
- Conduct internal control assessments.
- Develop methodologies for testing the accuracy and reliability of CIA information.
- Examine and evaluate policies, procedures, practices, records, and reports relating to specific audits and general areas of responsibility.
- Evaluate procurement policies, procedures, and practices.
- Assess the effectiveness of project management and review major acquisitions.
- Provide guidance and feedback to subordinates.
- Brief audit results.
- Write clear and concise reports.
- Develop options for solving problems.

Some overseas and domestic travel is required.

Minimum requirements:

The successful candidate will possess the following qualifications:

- A college degree with a background in accounting, finance, information systems, or business management is preferred, but other backgrounds will be considered.
- Significant experience and demonstrated success in managing performance audits and audit teams.
- Excellent written and oral communication, interpersonal, and analytic skills.
- Broad experience in managing complex and concurrent audits and evaluations.
- Knowledge of government auditing standards and their application.
- Demonstrated ability to identify and solve problems.
- Demonstrated leadership skills.

Desired Experience:

- Knowledge of Federal Acquisition Regulations and demonstrated ability to manage audits of acquisitions and program management.
- Extensive knowledge of procurement statutes and regulations, contract cost and pricing techniques, and indirect cost negotiation.
- Advanced degree or certification as a Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, Certified Fraud Examiner, or Project Management Professional.

Due to the highly sensitive nature of the responsibilities of this position, successful candidates must possess a high degree of maturity and discretion. As part of the candidate assessment process, a thorough security and suitability review of each qualified candidate will be conducted.

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 CIA 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 CIA. You will receive further guidance on this topic as you proceed through your CIA employment processing.

How to Apply:

Applicants must submit a resume and performance appraisals covering the last 2 years. Applicants may submit a summary of their experience. The summary may not exceed two typed pages. Send application packages via e-mail to charlepk@ucia.gov no later than COB on the closing date of this announcement. Applications will not be accepted after the vacancy closing date. For any application questions please call Chuck on (703)374-8927.

SF-50 – All current Federal Government employees must submit a copy of their most current SF-50.

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.

CIA Contact Information: Chuck (703) 374-8927