



General Position Information:

Job Title: 27515 – Auditor – GS-14

Salary Range: \$92,145 - \$141,555

Vacancy Open Period: 3/11/2016 – 4/8/2016

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 current ODNI cadre officer to fill a GS-14 permanent position in the ODNI.

Who May Apply:

- Internal and External Candidates

Current GS employees at the same grade or one grade lower than the advertised position grade may apply. A candidate external to the Federal Government must be a U.S. Citizen and be able to obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance.

The ODNI uses a rank-in-person system in which rank is attached to the individual. Assignment of a current federal employee will be made to the position at the employee's current GS grade and salary. For non-federal government candidates, salary will be within the salary range listed above, based on education and experience. Promotion for all GS cadre employees will be considered at an annual Career Advisory Board.

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:

- Initiate, plan, and conduct 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).
- Plan, develop, and conduct ODNI and IC-wide financial and operational audits; design and conduct interviews; determine data to be reviewed; collect and analyze all relevant data using statistical and analytical methods; use audit results and analysis to develop recommendations for improving compliance, effectiveness, efficiency, and accountability.
- Plan, develop, and present written reports and oral briefings for senior leaders regarding findings and status of complex audits.
- Plan, develop, and conduct multiple, complex audits that require an integrated analysis of a number of different operational programs, financial, and accounting systems.
- Provide senior ODNI and IC leadership with 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.
- Plan and conduct 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.
- Monitor and assess 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.
- Develop and present 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.

Mandatory Requirements

Required

- 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.
- Extensive knowledge of the theory, concepts, practices, and techniques of auditing, to include the GAGAS and the identification of conditions, causes, criteria, effect, and recommendations.
- Extensive knowledge of and ability to detect and prevent waste, fraud, and abuse in one or more of the following areas: Federal contracting practices, government budgeting and finance, information technology and assurance, and/or the IC's structure, components, and missions.



- Demonstrated interpersonal skills including the ability to interview, negotiate, and brief senior officials; demonstrated ability to lead an audit team in the development of audit plans, conduct highly complex audit projects, and write reports to substantiate findings.
- Demonstrated writing skills including the ability to independently develop substantive audit reports and correspondence.
- Demonstrated analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations based on qualitative and quantitative data.
- Demonstrated ability to exercise sound judgment and form objective conclusions/recommendations, monitor for compliance, and evaluate the effectiveness of recommendations based on empirical facts, evidence, and other pertinent information.

Desired Requirements

- Financial Statement auditing experience desired.

How You Will Be Evaluated:

Applicants are encouraged to review carefully the vacancy announcement and Major Duties and Responsibilities (MDRs) and construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. *The cover letter may include examples that detail the level and complexity of the work performed.* The best qualified applicants will be further evaluated through an interview process.

How To Apply:

Internal ODNI Candidates:

- RESUME:** All applicants must submit a resume addressing the MDRs, Mandatory and Desired Position Requirements.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** A separate document that acts as a supplement to the resume to provide details on the level and complexity of previous work performed.

WHERE TO SUBMIT: 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 mitcjoy@dni.ic.gov (Joy G. Mitchell) and joswicd@dni.ic.gov (Daniel C. Joswick) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

A complete application must include the following:

- a. **RESUME:** All applicants must submit a resume addressing the MDRs, Mandatory and Desired Position Requirements.
- b. **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.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **CLEARANCE:** Must have a current TS//SCI with polygraph or have the ability to obtain one. DNI does not provide polygraphs or security clearances for detailees.
- e. **COVER LETTER:** A separate document that acts as a supplement to the resume to provide details on the level and complexity of previous work performed.

WHERE TO SUBMIT: Applications should be sent to Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mitcjoy@dni.ic.gov (Joy G. Mitchell) and joswicd@dni.ic.gov (Daniel C. Joswick) 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. APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE.

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.

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



Other 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 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.**