General Position Information

Job Title: 28407 - IT Auditor - GS-15 - Supervisory

Salary Range: $131,767 - $161,900

Vacancy Open Period: 1/9/2017 – 1/30/2017

Position Type: Cadre

Who May Apply: Internal and External Candidates

Division: IC IG/AUD

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS-15 cadre position.

Who May Apply

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

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.

- For a cadre assignment:
  - Current ODNI cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
  - Current Federal Government employees.
  - Candidates outside the Federal Government.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component 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 (MDRs)

- Oversee, lead, plan, and conduct comprehensive IT and IS-related engagements, including audits, reviews, and other projects, 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 applicable standards.
- Oversee, lead, plan, and conduct ODNI and IC-wide IT audits in accordance with Generally Accepted Government Audit Standards (GAGAS). Some of these projects will be multi-agency, collaborative efforts. Projects may include conducting risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs.
- Oversee/participate in 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.
- Lead/participate in the planning, development, and presentation of written reports and oral briefings for senior leaders regarding significant findings that cover the conditions discovered, their cause and effect, status, and recommendations resulting from complex IT audits.
- Lead/participate in evaluation of compliance with plans, policies, standards, infrastructures, and architectures that establish the framework for the management of all IT programs.
- Lead, plan, and conduct initiatives to identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to mitigate issues identified in IT audits in order to promote compliance, efficiency, effectiveness, and accountability in the administration of IT programs and operations.
- Assess the progress of corrective measures taken by senior ODNI and IC leadership regarding implementation of recommendations.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Mandatory and Educational Requirements

- Expert knowledge of the theory, concepts, practices, and techniques of IT 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 to provide the IC IG competent, experienced staff.
- Expert knowledge of and ability to detect and prevent waste, fraud, and abuse in information technology and information security programs and projects.
- Superior interpersonal skills including the ability to interview, negotiate, and brief senior officials; superior ability to lead multi-agency audit teams in the development of IT audit plans, conduct highly complex IT 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, and arrive at a clear, logical, concise conclusion.
- Superior 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.
- Superior academic/professional knowledge of federal budget and finance laws, regulations, concepts, methods and standards. Superior knowledge of and familiarity with principles, concepts, and practices of accounting and Federal Acquisition Regulations, reform initiatives and policy and procedures.
- **Experience:** Specialized GS – 15 proficiency level of experience includes: Leading personnel, to include providing positive and negative feedback and conducting or providing input for performance appraisals; managing teams of (on occasion multi-agency) IT auditors in the performance of comprehensive IT audits, reviewing and approving IT audit reports for technical competency and compliance with audit standards; providing expert leadership on IT audit policy development and interpretation; providing expert technical guidance on planning and performing complex multi-agency IT audits; performing quality assurance reviews to ensure IT audit staff compliance with audit policy and procedures.
- **Education:** Must have a Bachelor's degree in Information Technology; or a degree in a related field such as information security, cyber security, or information systems.

  OR

- At least 4 years of experience in information technology (IT), or an equivalent combination of IT experience, college-level education, and training that provided professional IT knowledge.

Desired Requirements

- Certified Information Systems Auditor (CISA); Certified Information System Security Professional (CISSP); or similar certifications.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
b. **REQUIRED POSITION QUALIFICATIONS** - Applicants must provide a detailed supplemental narrative statement addressing the six MANDATORY REQUIREMENT POSITION QUALIFICATIONS 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. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and 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 mcpherc@dni.ic.gov *(Candace M.)* and joswicd@dni.ic.gov *(Daniel J.)* 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
b. **REQUIRED POSITION QUALIFICATIONS** - Applicants must provide a detailed supplemental narrative statement addressing the six MANDATORY REQUIREMENT POSITION QUALIFICATIONS 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. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
f. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

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 mcpherc@dni.ic.gov *(Candace M.)* and joswicd@dni.ic.gov *(Daniel J.)* 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.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

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 be contacted ONLY 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 offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- 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 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

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 unclassified email at DNI-EEOD@dni.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 ABOVE.**