



**Central Intelligence Agency
Office of Inspector General**

Assistant Inspector General for Inspections

Grade: SIS

Location: Washington Metro Area

Vacancy Close Date:

This position is being advertised on multiple venues including the Intelligence Community Joint Duty Assignment sites.

Duty Description Overview:

(U) The Office of Inspector General (OIG) is seeking an experienced and energetic senior manager and leader to serve as the Assistant Inspector General for Inspections (AIGI). The Office of Inspections examines issues across the Agency to assess whether they are carried out effectively, efficiently and in compliance with laws, Executive Orders, and regulations. Inspectors are experienced officers from across all Agency directorates, several of whom are on rotations assignment to the OIG. Inspections focus on areas of the highest risk to CIA programs and operations and often are conducted in response to requests by Senior Agency officials. Specific responsibilities of the AIGI include:

- Managing a staff of approximately 46, with responsibilities that include setting strategic direction for the staff, allocating resources, monitoring productivity, ensuring accurate and timely feedback, and providing guidance on career development.
- Ensuring inspections are conducted in accordance with standards promulgated by the Council of the Inspectors General on Integrity and Efficiency (CIGIE) by issuing related policies and procedures, providing necessary oversight, guidance, and tools, and ensuring employees receive appropriate training.
- Reviewing and editing products to ensure quality and clarity and ensuring these products contain findings and recommendations that are evidence based and meet reasonable person standard.

- Participating as an integral member of the OIG management team and supporting the IG in the efficient planning and implementation of OIG activities.
- Interacting with senior officials internal to and external of the CIA regarding inspection matters, including building relationships with representatives of other Intelligence Community agencies, other OIGs, Congress, and other government entities.

Qualifications:

Required:

(U) Due to the highly sensitive nature of the responsibilities of this position, successful candidates must possess a high degree of maturity and discretion. Positions in OIG require privileged access to a broad variety of sensitive Agency information.

- Expert knowledge and demonstrated experience in the successful execution of broad executive leadership and management responsibilities.
- Strong interpersonal skills, including the ability to effectively interact with officers and other stakeholders at all levels, internal to and external of the CIA.
- Demonstrated integrity and excellent judgment.
- Extensive knowledge of CIA's programs and activities, relevant laws and regulations.
- Proven analytical skills.
- Excellent oral and written communications skills.

***Must have current TS/SCI Clearance, current full-scope polygraph and BI**

Desired Qualifications

Previous experience in the Inspector General Community

A working understanding of CIGIE Quality Standards for Inspections

Application packages can be submitted via unsecured fax to 703-374-8080 or e-mail to joanncv@ucia.gov no later than COB on the closing date of this announcement. Applications may be rejected if received after the vacancy closing date.

Vacancy Open Date:

Vacancy Close Date:

Primary POC:

Christine R..
(703)374-8048 (commercial)

Position Grade:

SIS

Location:

Washington, DC metropolitan area

Travel Percentage:

0-25%

Security Clearance Required:

Top Secret//SCI

Polygraph Level Required:

CI