



## **REIMBURSABLE DETAIL OPPORTUNITY**

AmeriCorps OIG is seeking an individual from the CIGIE membership organizations for a reimbursable detail for six months. Upon mutual interest, the detail is renewable for successive six-month periods, until a permanent IG is confirmed.

### **Duties:**

Serves as Acting Deputy Inspector General (DIG) and plays an integral role in the management and administration of the OIG and its oversight of AmeriCorps. This includes active participation in the development and direction of audits and investigations, overseeing a robust IT function, liaising with AmeriCorps counterparts, and providing strategic advice to the Acting IG. The audit, investigations, IT, and administrative functions will report to the Acting DIG, as well as the Acting IG.

### **Requirements:**

- GS-15 or equivalent.
- In-office attendance one day per week. Occasional second day onsite as needed.
- Strong critical thinking skills, analytical abilities, and problem-solving approaches.
- Collegial and collaborative working relationships within the OIG and with key agency counterparts.
- Rapidly adapts to new information, changing conditions, or unexpected obstacles.
- Ability to manage day-to-day operational and administrative functions of the OIG, including financial operations.
- Displays excellent written and oral communication skills.
- Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, promotes innovation and serves as a catalyst for change to accomplish organizational goals.
- Influences, motivates, and challenges others; adapts leadership styles to a variety of situations.
- Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others and promotes an inclusive work culture.

### **How to Apply:**

Applicants must provide the following by **May 5, 2023**, to Jacqueline Wall, Chief Administrative Officer ([j.wall@americorpsig.gov](mailto:j.wall@americorpsig.gov)):

1. Resume
2. Narrative explaining qualifications (Maximum 500 words)
3. Approval from Inspector General (Email or Memo)

AmeriCorps OIG will reimburse the selected agency not to exceed a salary rate of GS-15 step 10 as reflected on the Washington, DC pay table (currently at \$183,500 per year).

Candidates must provide all required information by the deadline. Once a candidate is selected, AmeriCorps OIG and the selectee's OIG will complete an interagency agreement (IAA) and memorandum of understanding (MOU). The IAA and/or MOU must be in place before the candidate can onboard. Selectees remain employees of their home agency for the duration of the detailed assignment.

Please contact Jacqueline Wall ([j.wall@americorpsoig.gov](mailto:j.wall@americorpsoig.gov)) with any questions.