Office of Inspector General
United States Department of State

U.S. Department of State (Department)
Office of the Inspector General (OIG)
Office of Enterprise Risk Management (ERM)

Position: DETAIL - Management and Program Analyst (Policy and Operations Risk Management)

General Information:

    Announcement Number: Posted on AGILITY@State

    Series/Grade: 12 or 13

    Who May Apply: Domestic Details – Flex Connect – Department wide

    Office: Office of Inspector General, Office of Enterprise Risk Management

    Location(s): Arlington, VA

    Opening Date: 12/12/2022

    Closing Date: 12/30/2022

    Job Start Date: 01/30/2023

    Job End Date: 05/30/2023

Vacancy Link: must use STATE/OPEN NET/AGILITY: [Management and Program Analyst (Policy and Operations Risk Management)](#)

Summary:
OIG/ERM is looking for a detailee to assist with its Policy and Operations Risk Management portfolio, including supporting policy development, review, and management of all enterprise-wide policies and procedures.

Description:
The Office of Enterprise Risk Management in the Office of Inspector General is looking for a detailee to assist with its Policy and Operations Risk Management portfolio, including supporting policy development, review, and management of all enterprise-wide policies and procedures, and integrating ERM with operational risk management.

This position is located in the Office of Enterprise Risk Management, Office of Inspector General (OIG/FO/ERM), Washington, D.C. OIG/FO/ERM is responsible for three distinct portfolios: Enterprise Risk Management, Strategic Planning and Performance Management, and Policy and Operations Risk Management.

This detail opportunity is only open to current federal employees in the competitive service or excepted service. This position will be full-time, ideally starting January 30, 2023. Detail NTE 120 days and may be extended in 120 day increments not to exceed one year. This is a reimbursable detail. Target audience is GS-13. High performing GS-12 or equivalent, with relevant experience, will be considered. Top Secret clearance required.

As a detailee, the incumbent's duties and responsibilities include, but are not limited to:

- Ensuring proper routing of documents and enterprise-wide polices through the clearance process.
- Maintaining awareness of planned and existing office-specific policies and procedures and identifies potential conflicts and inconsistencies with enterprise-wide policy.
- Establishing and maintaining a system for issuing, classifying, and revising enterprise-wide policies and procedures and, in coordination with CPA, establishing standards for the format and editorial style of enterprise-wide policies and procedures.
- Maintaining records of all OIG policies and procedures, and managing OIG's Policy Library on the internal OIG SharePoint site, which serves as the official repository of all current, enterprise-wide policies.
- Managing and tracking the annual OIG policy roadmap, outlining goals and objectives for all OIG/FO/ERM portfolios, to ensure team members timely initiate projects and stay on track to meet goals and objectives.
- Providing accurate and reliable information on the administrative functions of OIG/FO/ERM.
- Populating, updating, and maintaining the OIG risk registry/inventory.
- Supporting the Enterprise Risk Management and Policy and Operations Risk Management portfolios as needed, including strategic planning efforts.
- Perform other duties as assigned.

To apply for this detail, you must have supervisory approval and submit a complete application package which includes:

1) A cover letter explaining your interest in the position (maximum one page, fonts cannot be smaller than 10 point)

2) Resume highlighting relevant experience (maximum two pages, fonts cannot be smaller than 10 point)

3) Most recent SF-50, Notification of Personnel Action, showing current grade, series, tenure, service, and position occupied.

Additional Details:

- Requesting Official: Ogochukwu Ekwuabu, Senior Risk Management Officer Name and Position
- POC Email: Ogochukwu.A.Ekwuabu@stateoig.gov
- POC Phone Number: (571) 348-3456
- Available to the following services: Civil Service
- Category: Domestic Detail – Flex Connect
- Bureau and Office: OIG/ERM
- Duty Location: SA-39
- Supervisory: No
- Requires Travel: No
- Telework Eligible: Yes
- Eligible for Relocation Assistance: No