



Council of the
INSPECTORS GENERAL
on INTEGRITY and EFFICIENCY

The CIGIE Interagency Fellows Program enables emerging OIG leaders to expand their leadership competencies, broaden their organizational experiences, and foster networks they can leverage in the future.

CIGIE Interagency Fellowship Position Description

PD No. 3			
Department/Agency OIG:	<i>U.S. Department of Homeland Security, Office of Inspector General</i>		
Fellowship Title:	<i>CIGIE Fellow</i>	Required Clearances/ Special Requirements:	<i>Secret or Top Secret</i>
Number of Positions:	<i>2</i>	Available Workplace Flexibilities:	<i>Telework; Alternative Work Schedule</i>
GS Level: <i>(13, 14, and/or 15)</i>	<i>GS 13 - 14</i>	Office Location:	<i>Washington D.C.</i>
Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments			
<p><i>Project, Roles, and Responsibilities:</i> <i>The Office of Inspections and Evaluations (I&E) conducts in -depth evaluations of programs and policies, particularly in science and technology, civil rights and civil liberties, intelligence, and international activities. I &E has a flexible organizational structure which could lead to the CIGIE Fellow working on one or more projects during their rotation. Work products include product lines such as compliance inspections, fact-finding reviews, "quick-looks", capacity building evaluations, and special research reviews. The Office of I &E is the "go to" division for quick turnaround projects. In our dynamic environment, you will work side by side with special agents, attorneys, auditors, program analysts and IT experts to deter, identify, and address fraud, abuse, mismanagement, and waste of taxpayer funds invested in homeland security. The CIGIE Fellow will develop new approaches where no precedents exist, and/or develop creative solutions to complex problems, or resolve conflicts where governing laws and regulations are highly interpretive. Reviewing controversial issues, and may involve shaping major program or facilitating the resolution of long-standing problem areas of vital importance. Typical work assignments include:</i></p> <ul style="list-style-type: none"> <i>• Acting solely or with others, in directing reviews of programs and operations.</i> <i>• Analyzing statements, documents, and policies, and memorialized them a report.</i> <i>• Identifying review objectives and legal and policy requirements.</i> <p><i>Anticipated Accomplishments:</i> <i>The CIGIE Fellow will have the opportunity to plan and coordinate team efforts; develop conclusions and recommendations; develop report drafts; and briefing congressional staff and senior officials on findings.</i></p>			
<p>Developmental Goals: Please select the Executive Core Qualifications (ECQs) that the participant may cultivate on this assignment. For more information about ECQs, please visit www.opm.gov/ses/recruitment/ecq.asp.</p>			
ECQs (check all that apply):	<p><i>Please describe how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:</i></p>		
<i>Leading Change</i>	<input checked="" type="checkbox"/>	<p><i>The selectee will have broad latitude to contribute to assigned projects in meaningful and impactful ways. S/he will be directly involved in fulfilling the Assistant Inspector</i></p>	

<i>Leading People</i>	<input checked="" type="checkbox"/>	<i>General's vision for the Office of Inspections and Evaluations and will be able to lend his or her personal and professional skills and competencies in support of the office reorganization. The ability to help lead change and directly influence the outcome of the Office of I&E will require a keen focus on achieving results through effective communications and coalition building. The selectee must be adept at anticipating Problems and offering proactive solutions in an appropriate context. Excellent communications and interpersonal skills are very important for this position.</i>
<i>Results Driven</i>	<input checked="" type="checkbox"/>	
<i>Business Acumen</i>	<input type="checkbox"/>	
<i>Building Coalitions</i>	<input checked="" type="checkbox"/>	