



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 Fellowship Position Description

PD No. 24			
Department/Agency OIG:	<i>Federal Maritime Commission, Office of Inspector General</i>		
Fellowship Title:	<i>Senior Advisor to the IG</i>	Required Clearances/ Special Requirements:	<i>None, only basic NACI; The ideal fellow should be very flexible, open to a wide-variety of work assignments, and comfortable working independently with proper guidance from the IG.</i>
Number of Positions:	<i>1</i>	Available Workplace Flexibilities:	<i>Flexible schedule; telework; close to Union Station Metro/train; free on-site fitness center.</i>
GS Level: (13, 14, and/or 15)	<i>GS 13 - 15</i>	Office Location:	<i>Washington D.C.</i>
Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments			
<p><i>The Federal Maritime Commission OIG is currently an office of one*, the Inspector General. As such, the fellow will be afforded a unique opportunity to gain broad experience in a Federal OIG as the Senior Advisor to the IG. Roles and responsibilities will include conducting/oversight of audits and inspections; drafting written memoranda and reports; attending meetings with and on behalf of the IG; hotline in-take and analysis; interviewing; data analysis; special projects; strategic planning; budgeting; and other duties as assigned to support the FMC OIG. Projects will be varied and may include: inspections; audits; annual audit plan; strategic planning; records management plan; revision to the agency's Federal regulation re: OIG; updates and revisions to office policies; oversight of Federal Contractors; potential supervision of intern(s); and other special projects that may arise during the fellowship.</i></p> <p><i>*The FMC OIG has a memorandum of understanding with another OIG for legal counsel services.</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):		<i>Please describe how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:</i>	
<i>Leading Change</i>	<input checked="" type="checkbox"/>	<i>Leading Change: The FMC OIG has undergone 100% personnel change in the last two years, and the office continues to be in transition. As a result, the fellow would have the opportunity to lead change by developing new, innovative processes to improve the OIG, and the agency. Business Acumen: Due to the very small size of the FMC</i>	
<i>Leading People</i>	<input type="checkbox"/>		

<i>Results Driven</i>	<input checked="" type="checkbox"/>	<i>OIG, the fellow would be afforded opportunities to manage the OIG budget, human capital management, and technology for the OIG. Building Coalitions: As Senior Advisor to the IG, the fellow would be actively involved in senior meetings within and outside of the agency, thereby providing the fellow the opportunity to build a variety of professional coalitions.</i>
<i>Business Acumen</i>	<input checked="" type="checkbox"/>	
<i>Building Coalitions</i>	<input checked="" type="checkbox"/>	