



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. 14			
Department/Agency OIG:		<i>U.S. Department of Housing and Urban Development, Office of Inspector General</i>	
Fellowship Title:	<i>IT Specialist or IT Auditor</i>	Required Clearances/ Special Requirements:	<i>Moderate Background Investigation; The fellow must possess IT knowledge in order to evaluate the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.</i>
Number of Positions:	<i>1 or More</i>	Available Workplace Flexibilities:	<i>Telework; Flex Time; Alternative Work Schedule</i>
GS Level: (13, 14, and/or 15)	<i>GS 13 and above</i>	Office Location:	<i>Washington D.C.</i>
Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments			
<p><i>The fellow will be conducting reviews of HUD's information technology {IT} and systems. The level of technical review to be assigned will depend on the fellow's background and knowledge of IT. Projects available include but are not limited to the review of web application security and information system control audits using the Federal Information System Controls Audit Manual. The candidate will work side by side with IT specialists and IT auditors. The selectee will be expected to conduct preliminary research, engage in planning activities, interview relevant stakeholders, and collect evidentiary data during fieldwork in accordance with the GAO Yellow Book. Fieldwork may require limited travel outside the DC Metropolitan area. S/he will be required to prepare working papers that document and summarize interviews, consolidate data and provide qualitative and quantitative analysis of evidentiary data collected during the course of the audit to support findings and conclusions. The fellow will be required to develop findings, conclusions and recommendations, and prepare draft inspection report and engage in follow up actions as necessary. Anticipated Accomplishments: The candidate will have the opportunity to plan and coordinate team efforts; develop conclusions and recommendations; develop report drafts; 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):	<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>The fellow will develop new insights into situations and foster new ideas and innovations. The candidate will work with a team, facilitating cooperation and motivating team members to accomplish group goals. Thru the work assigned, the selectee will apply technical knowledge, analyze problem, and calculate risks in order to make decisions that produce high-quality results. S/he will be expected to manage resources strategically to meet established deadlines. Finally, the fellow will use negotiating skills to persuade auditees to accept findings and implement recommendations.</i>
<i>Leading People</i>	<input checked="" type="checkbox"/>	
<i>Results Driven</i>	<input checked="" type="checkbox"/>	
<i>Business Acumen</i>	<input checked="" type="checkbox"/>	
<i>Building Coalitions</i>	<input checked="" type="checkbox"/>	