



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. 19			
Department/Agency OIG:		<i>Social Security Administration, Office of Inspector General</i>	
Fellowship Title:	<i>Senior Advisor/Program Manager</i>	Required Clearances/ Special Requirements:	<i>Public Trust; A general knowledge of information systems and PMO experience would be helpful, but not mandatory.</i>
Number of Positions:	<i>1</i>	Available Workplace Flexibilities:	<i>Telework; Flex Time</i>
GS Level: (13, 14, and/or 15)	<i>GS 14 - 15</i>	Office Location:	<i>Baltimore, MD</i>
Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments			
<p><i>1. SSA OIG is in the process of updating its "OIG Systems." These systems include the Office of Investigations' case management system, our Hotline allegation system, our control system, our budget system, and more. This is a very large project with many moving parts involving all components of the OIG, many in our parent Agency, outside vendors, and contractors. The CIGIE fellow will be responsible for being the project lead for this effort, making sure tasks are identified and assigned, and that the effort remains on track. Doing so will require strong communication skills, organizational skills, and some knowledge of information systems. The fellow will lead the IT division members, in collaboration with the division's director, working on this project. The fellow will report directly to the Office of Communications & Resource Management's front office executives.</i></p> <p><i>2. The fellow is expected to identify and assign necessary tasks, make recommendations for paths forward, and suggest replacement systems. The project has an anticipated completion date of August 2016.</i></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 .			
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>Due to the nature of the efforts described above, all of the ECQs will be addressed in this assignment. This new "system" will require leading change; the fellow must be a leader of the people assigned to the effort; in order for the project to be completed the fellow must show tangible results on all associated tasks; the fellow will have to work within established budget and other resources; and, due to the far reaching aspects of the project it requires coalition building to ensure success.</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"/>	