

Assistant Inspector General for Audit

Joint Duty Number: NRO-17-0018C

Agency: NRO

Grade: Senior Intelligence Service

Location: Virginia-Chantilly

Start Date: 02/13/2017

Duty Description: This occupational series comprises Senior Intelligence Service positions concerned with executive leadership, management, and oversight responsibilities for the collection, analysis, production, and dissemination of information or counter-terrorism, counterintelligence, and/or covert action initiatives that directly or indirectly affect national security. Such work requires exceptional direction, coordination, and integration of critical and complex intelligence programs, program segments, projects, or related support infrastructure. Executive management positions direct work or key high level organizations having national, intelligence community, or agency level scope and impact and/or which may be subject to continual or intense congressional and media scrutiny or controversy. Typically, incumbents of executive manager positions are held accountable for the formulation and success of specific programs or projects; monitor progress toward organizational goals and periodically evaluate and make appropriate adjustments to such goals; supervise the work of subordinate employees; and exercise important policy-making, policy-determining, or other executive functions.

Executive Manager Tier I: Leads a major function or activity. Translates higher-order operational goals and objectives into more tangible and concrete objectives, plans, and priorities for those who oversee and conduct mission-related functions. Manages a budget of expendable resources to subordinate elements according to established strategic priorities. Makes tactical and operational decisions, monitors performance aligned with strategic focus; has Intelligence Community operational and issue specific focus; represents function or activity to senior officials within the agency, Intelligence Community, and Executive Branch.

Additional Information:

The Assistant Inspector General (AIG) for Audits exercises direct management responsibility for the entire range of OIG audits and special reviews, exercising direct operational supervision over a diverse staff of professional auditors, both government and contractor. The incumbent serves as the Inspector General's principal advisor in the oversight of NRO acquisition programs and processes, financial management activities, to include financial reporting and, information technology and security.

Number:

NP024

Vacancy Open Date:

12/08/2016

Vacancy Close Date:

01/13/2017

Primary POC:

Robin Walmsley

703-808-2254 (Commercial)

walmsley@nro.ic.gov (IC)

Secondary POC:

Shelley Ingold or Mary Todd

703-808-1272 (Commercial)

Mission Category:

Enterprise Management & Support

Work Level(s):

Senior

Position Grade:

Senior Intelligence Service

Additional Grades Considered:

GG/GS-15

Duty Station:

Travel Percentage:

0-25%

Tour Length (months):

24

Reimbursable Position:

REIMBURSABLE

Security Clearance Required:

TOP SECRET//SCI

Polygraph Level Required:

CI

The AIG for Audits performs his/her work in an independent manner, assuming a high degree of personal responsibility for sound judgment and decisions. Plans, directs, coordinates and manages independent financial and performance audits and special assessments of NRO activities in accordance with generally accepted government auditing standards. Provides direction, expert professional advice, consultation, and guidance and recommends appropriate actions in all matters pertaining to personnel, administration, OIG policy and audit procedures. Serves as a member of the OIG senior management team.

--Manage a staff of 30+ employees to include one field location. Review Staff products for quality and clarity, monitor productivity, ensure financial and personnel resources are deployed in accordance with OIG priorities.

--Represent the Audit Staff on the OIG Career Panel; ensure accurate and timely feedback and evaluations and provide guidance on career development issues. Ensure employees receive appropriate professional training and necessary tools.

--Participate in the OIG corporate management team dealing with OIG resources, production, planning and the development of overall policies and procedures. Keep the IG routinely and fully informed of the status of audits in progress.

--Interact with senior officials within and outside the NRO in regard to audit issues, including contacts with members of the Intelligence Community Inspectors General Forum and committees, Council of Inspectors General on Integrity and Efficiency, Congress, and other government entities.

Minimum Qualifications Required: Minimum Qualifications Required

Required Qualifications:

- Bachelor's Degree
- Substantive audit expertise with in-depth knowledge of Government Auditing Standards
- A broad understanding of the NRO, its organization and activities, and its relationship to the rest of the IC and the DoD
- Impeccable integrity, discretion, and judgment
- Ability to work with very sensitive information
- Strong writing skills (the ability to write clearly and concisely)
- Strong editing skills (the ability to review and improve the written products of others)
- Strong mentoring skills (the ability to improve written and oral communication skills of others)
- Strong interpersonal skills with ability to work and manage in a very senior team environment: must be able to deal effectively with people under a wide variety of conditions
- Strong oral communication skills to include the ability to provide effective briefings to OIG and NRO senior management, as well as other IC leaders
- Strong performance record
- Ability to deal with a heavy workload and handle numerous matters simultaneously with no or little supervision
- Ability to adjust work hours and personal schedule if necessary to meet time critical demands
- Ability to travel occasionally, both domestically and overseas, in support of audit or special review requirements
- Applicants must be overt employees or willing to convert to overt status for duration of assignment in the OIG

Desired Qualifications:

- Prior experience conducting or overseeing performance and/or financial audits

- Prior work experience in an office of inspector general
- Substantive knowledge of relevant statutes (IG Act, CFO Act, FISMA, OMB circulars, executive orders, directives, policies, and procedures
- Expert knowledge of theories of management, analytical and evaluative techniques in order to assess the economy, efficiency and effectiveness of program/unit operations
- Experience in managing a diverse workforce with employees having various subject matter expertise and consisting of CIA, Air
- Force civilians and Air Force military (e.g. professional development, performance evaluations, and awards)
- Understanding of basic principles of satellite operations, ground station operations and intelligence operations
- At least one year of Joint Duty experience in the Intelligence Community
- Advanced degrees and professional certifications are encouraged

Foreign Language Requirements: None

Conditions: **While only IC civilian U.S. Government employees are eligible to apply for Joint Duty credit, applicants from non-IC civilian U.S. Government employees may be considered for a Joint Duty rotation at the discretion of gaining IC elements. Personnel submitting such applications must have an active Top Secret/SCI security clearance and will need an endorsement from their employing agency. Applications may be submitted via email to the IC Civilian Joint Duty Program Office (JDPO) at icjointduty@dni.gov. The JDPO will notify the gaining IC element which will coordinate next steps, at its discretion, with the employing element.

Other Comments: Defense Civilian Intelligence Personnel System (DCIPS) –

If you are an employee of DCIPS selected for this opportunity, you will be integrated into the processes and practices of the NRO DCIPS performance management program. You will find more information regarding how you will be added to an NRO Performance Review Board and Bonus Pool at the ODNI IC Joint Duty website.

Supervisory Positions:

For positions with supervisory responsibilities: The NRO is a federated organization with employees from many organizations. You may be responsible for employees from various personnel systems, which include different performance management processes, schedules and requirements.

Additional Links:

[DCIPS Fact Sheet](#)

How to Apply: APPLICATION PROCESS:

1. IC employees must apply by the vacancy close date. The IC employee application should include the following...
 - a. A brief (two-page limit) candidate resume or biographical summary.
 - b. A short narrative describing the applicant's qualifications (general and specific) for the joint duty rotational assignment.
2. Consistent with IC Standard 601-1, IC employees must be nominated by their employing (home) element within 10 days of the vacancy close date in order to be considered by the gaining element. Please contact your employing element's Joint Duty Program Office for nomination procedures as some agencies may require written supervisory endorsement at the time of application. IC Element Joint Duty Program Office contact info can be found at: <https://jointduty.dni.ic.gov/Contacts.aspx>

Any application sent directly by an IC employee to the gaining element will not be considered.