Commerce OIG Reimbursable Detail Opportunity
Senior Advisor

**Position Title:** Senior Advisor

**Supervisor:** Acting Inspector General Jill Baisinger

**Duration:** 6 Months (may be extended)

**Duty Location:** Washington, DC

Open Until Filled

The Department of Commerce (DOC) Office of Inspector General (OIG) seeks a highly motivated, high-performing Executive, at either the Senior Executive Staff (SES) or Senior Level (SL) level, with substantial executive and legal experience to serve as a Senior Advisor. The individual must possess excellent collaboration and oral and written communication skills; deep knowledge of OIG authorities, programs, policies, procedures, and operations; and best practices. The individual must also require minimal supervision and be able to coordinate groups working on organization-wide projects and issues.

**Summary of Duties:**

The Senior Advisor provides policy, legal and strategic advice to the Inspector General (IG), and Front Office (FO) staff, as assigned, for special projects, matters of a sensitive or unusually complex nature, or, in some instances, matters that require cross cutting review and advice. The Senior Advisor will work collaboratively with FO staff to assist the IG with preparation for engagement with senior DOC leadership and other stakeholders regarding the OIG’s work to prevent waste, fraud, and abuse. The Senior Advisor reviews and analyzes internal programs and provides expert policy and strategic advice regarding internal practices, policies, and relevant authorities.

The Senior Advisor represents the OIG at meetings or in discussions with internal and/or external stakeholders from executive or legislative agencies, as well as interagency committees such as the Council of the Inspector General on Integrity and Efficiency (CIGIE). Conducts, at the direction of the IG, highly complex and sensitive liaison assignments or related work involving officials, programs, or operations of the DOC. Problems of unusual sensitivity are common, and the Senior Advisor must evaluate the full spectrum of potential courses of action and provide comprehensive recommendations to the IG or Front Office, as assigned. The Senior Advisor must effectively articulate the legal and policy positions of the IG to high-ranking members of the DOC, Congressional committees, and other government agencies.

As assigned, reviews OIG work products and ensures that necessary changes are addressed. Works collaboratively across offices to deconflict differing viewpoints of all parties involved.
Consults and collaborates with the Office of Counsel, who is the primary legal advisor for the OIG.

Qualifications:

• Demonstrated experience advising the highest levels of an organization, including senior executives on highly sensitive matters of law and policy and risk balancing.

• Ability to foster collaborative working relationships within the OIG community and with key agency stakeholders to achieve desired results.

• In-depth knowledge of federal law and regulations, including, for example, the Inspector General Act, employment and personnel issues, statutes governing the legal aspects of investigative activities, audit determinations of agency contracts, grants, and loans, and other relevant statutes and policies.

Requirements: This detail opportunity is only open to current federal employees in the SES, SL, or equivalent.

• No travel expenses will be authorized

• Secret - T3 Level Security Clearance

• Possess at least the first professional law degree (LL.B. or J.D.) from a law school accredited by the American Bar Association; AND be an active member in good standing of the bar of a State, U.S. Commonwealth, U.S. territory, the District of Columbia, or the Commonwealth of Puerto Rico.

If you are interested in applying for this detail, after obtaining the approval of your Inspector General (or their designee), please send your resume and a copy of your last executive performance evaluation to the Human Resources Director Jacqueline G. Ruley at jruley@oig.doc.gov, no later than close of business on August 15, 2024. Please add “DOC OIG Senior Advisor” to the email subject line.

Please direct any questions about this vacancy to the DOC OIG HR Inbox at OIGHRRequests@oig.doc.gov.