



Office of Inspector General United States Department of State

TITLE: EMPLOYMENT OPPORTUNITY – MANAGEMENT INSPECTOR, AD-00 (GS-12/13 EQUIVALENT)

October 2023 – The Department of State Office of Inspector General (OIG) is seeking qualified candidates for a Management Inspector position in the Office of Inspections (ISP). The position is a term appointment under 5 U.S.C. § 3161 and will support high profile inspections and evaluations of the Department of State’s Ukraine-related programs and operations.

JOB DESCRIPTION

The Department of State’s Ukraine response is a top OIG oversight priority. The complexity, scale, and timing of efforts in response to Russia’s war against Ukraine demand robust oversight. OIG is leveraging its extensive knowledge of Department programs and operations to provide timely and critical information for Congress and the U.S. taxpayer in three high-risk areas: security assistance, humanitarian and economic assistance, and diplomatic operations and programs.

As a Management Inspector, you will conduct inspections and evaluations of the economy, efficiency, and effectiveness of Department programs and operations supporting its response to Russia’s full-scale invasion of Ukraine. Major duties include:

- Developing inspection and evaluation proposals and plans, including identifying project objectives, scopes, researchable questions, methodologies, risks and limitations, achievable reporting timelines, and resource/staffing requirements. Inspections and evaluations will be conducted both domestically and overseas.
- Conducting and documenting interviews with Department officials at all levels both remotely and in person.
- Collecting, analyzing, and documenting quantitative and qualitative information.
- Identifying instances of fraud, waste, and mismanagement involving security assistance, humanitarian and economic assistance, and diplomatic operations and programs.
- Developing work papers and summaries that support analyses, findings, and conclusions.
- Developing recommendations for Department action to address identified deficiencies and improve programmatic and operational performance.
- Writing evidence-based inspection and evaluation reports.
- Presenting findings orally and in writing to OIG leadership and Department officials at all levels.
- Facilitating cooperation and teamwork within and between OIG inspection and evaluation teams.

General Position Information

Type: 5 U.S.C. 3161 term appointment: Arlington, VA

Work Schedule: Full-time

Telework Eligible: Yes - Current policy requires employees to report to duty station a minimum of two times a pay period; telework agreements are subject to supervisory approval as well as the requirement of the position.

Travel: Travel is expected 30% or less of the employee's time.

Duration: Up to five years, renewable.

Relocation Expenses: Will not be reimbursed.

POSITION REQUIREMENTS AND CONSIDERATIONS

Qualifications

Applicants must demonstrate they meet the following criteria:

- Experience working for a federal oversight entity at the GS 12 or GS 13 level.
- Knowledge and understanding of federal inspection and evaluation standards, including the Council of the Inspectors General on Integrity and Efficiency's *Quality Standards for Inspection and Evaluation*.
- Experience in performance audit, inspection, or evaluation activities, including planning, interviewing, collecting and analyzing qualitative and quantitative information, assessing data quality, assessing risks, and presenting findings orally and in writing.
- Ability to quickly analyze complex technical and sensitive issues and make recommendations that affect overarching programs and policy.

Additional qualifications that are highly desirable but not essential:

- Knowledge of the Department of State's organizational structure, its OIG structure, and strategic and regional priorities and strategies.
- Knowledge of federal assistance awards implementing foreign assistance and public diplomacy programs.
- Familiarity with performance management and strategic planning mechanisms for monitoring and determining program effectiveness.

Conditions of Employment

- Incumbent will be subject to random drug testing.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit: www.dhs.gov/E-Verify/
- Must be able to obtain and maintain a Secret security clearance.
- U.S. Citizenship is required.
- Completion of a Financial Disclosure (OGE-450) is required by this position.
- Incumbent may be required to carry a Government Furnished Equipment (GFE) cellular device and maintain a personal working cell/home telephone at all times.
- Overtime may be required.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above. If a hiring official determines you have the needed skillset for the vacancy, a member of the OIG team will contact you.

This position is announced under 5 U.S.C. § 3161. Veteran's Preference, Schedule A, Category Rating, and other methods of consideration DO NOT APPLY.

How to Apply

To apply for this opportunity, send your resume and a cover email to OIGISPRecruitment@state.gov. The email subject should include "ISP Management 3161." Your resume MUST include the following information for each job listed: Job title; duties (be as detailed as possible); month & year start/end dates (e.g., June 2007 to April 2008); and full-time or part-time status (include hours worked per week).

Please include the lowest and highest grade levels you are interested in being considered for in your email.

Resumes that are not sent to the correct email will not be considered. In addition, resumes should NOT be sent as a link to another website; they must be a PDF or Word attachment. We will not download an external link to access the resume, it must be an attachment. Please DO NOT send additional attachments with Personal Identifiable Information (PII) through unencrypted email.

It is the applicant's responsibility to verify that all information in their resume and documents, is received, legible, and accurate.

This position will be open until filled.

LEARN MORE ABOUT THE DEPARTMENT OF STATE, OFFICE OF INSPECTOR GENERAL

The men and women of the U.S. Department of State, Office of Inspector General with their skills, character and commitment to public service, provide critical oversight to ensure the Department of State and the U.S. Agency for Global Media perform their foreign policy/diplomatic and international broadcasting missions effectively and efficiently. They work to uphold the Secretary's leadership and management principles.

Recruitment, relocation or other incentives may be offered if found to be in the best interest of the government.

DIVERSITY EQUITY INCLUSION AND ACCESSIBILITY - Our people are the heart of OIG's oversight mission. We strive to create a workforce that reflects America's diversity. We nurture a community where differences are valued, honored, and celebrated. We cultivate an environment where we share ideas, listen, and learn from one another. By enabling the full potential of our people, we are empowered. When we are empowered, we feel we can bring our authentic selves to work and make a collective, purposeful impact.