



A Committee of the  
Council of the Inspectors General  
on Integrity and Efficiency

441 G STREET, NW, SUITE 1517, WASHINGTON, DC 20548

## REIMBURSABLE DETAIL OPPORTUNITY

### **Summary**

The Pandemic Response Accountability Committee (PRAC) is seeking an individual from the CIGIE membership organization to serve in the role of Associate Director for the directorate of Oversight and Accountability (O&A). This is a fully reimbursable detail for six months with the option of extending if both parties are amendable, not to exceed September 30, 2025.

### **Duties**

Responsible for providing leadership and strategic direction to identify, plan and execute high-impact oversight projects. Keep the Chair, Vice Chair, and Executive Director fully and currently informed from planning through issuance of final oversight engagements. Serve as the authoritative source within the PRAC on professional standards for conducting oversight projects and collaborates with other PRAC directorates to ensure mission delivery.

Represent the PRAC in various interactions, meetings, and liaising with senior OIG leadership, to include federal, state, and local officials, public interest groups, professional associations, and members of the public.

Perform supervisory duties to evaluate performance of subordinate supervisors and staff, to include the review of draft materials, final work products, and a full range of administrative activities.

### **Requirements**

- PRAC will reimburse the agency at the candidate's senior or executive salary, and lower grades will be considered for high-performing candidates.
- Expert knowledge and experience of federal OIG professional standards to develop people, lead change, and drive strategy and innovation.
- Excellent verbal and written communication skills with a demonstrated ability to present complex technical ideas in non-technical terms.
- Creativity in leading teams and complex projects.
- Excellent time management and organizational skills.
- Works well in a team, and in a high-energy environment.
- Ability to work full-time and remote.

### **How To Apply**

Interested candidates must provide the following by October 31, 2023, in a password protected file via email to Marcos Contreras, Chief Management Officer ([Marcos.Contreras@cigie.gov](mailto:Marcos.Contreras@cigie.gov)).

1. Resume
2. Written narrative response to the following mandatory technical qualifications (MTQs). You must address each MTQ separately, and each MTQ narrative must not exceed two (2) pages. Please

give examples and explain the complexity of the knowledge possessed and the sensitivity of the issues you handled.

- a. Senior level experience overseeing and leading teams that perform a full range of oversight work, to include audits, evaluations, inspections, or other forms of performance-based reviews and assessments in accordance with Generally Accepted Government Auditing Standards, among other standards, such as CIGIE's inspection and evaluation standards. Demonstrated experience managing oversight engagements from project initiation and design through reporting product issuance, including ensuring that oversight work and products are timely, clear, accurate, well-written, and completed in accordance with standards and internal policies and procedures, and that supporting workpapers and documentation sets meet evidentiary sufficiency standards. Demonstrated ability to collaborate with senior leaders in producing such work and to develop and advise on policies and procedures that guide the completion of such work.
  - b. Senior level experience leading an organizational unit and performing human capital and operational management functions that include but are not limited to employee supervision, mentoring and coaching, workforce/succession planning, employee counseling, supporting DEIA initiatives, evaluating work performance, proposing employee awards and recognition, resolving complaints/conflicts, and identifying employee training and professional development needs. Ability to manage organizational resources including oversight of unit budget, travel, and time and attendance while also navigating uncertainty and complex emerging mission requirements. This includes the need for revisions to resource/work plans and programs while continuously assessing risk and employing diplomacy in mission and operational execution.
3. Copy of your last (non-award) SF-50.
  4. Approval from the Inspector General or equivalent (Email or Memo).

### **How You Will Be Evaluated**

You will be evaluated for this reimbursable detail based on how well you meet the qualifications above. You will be rated and ranked using only the information submitted for consideration. Applicants will be evaluated on their narrative responses to the MTQs and may be required to participate in an interview. The narrative must demonstrate the necessary level of skills, specialized knowledge, and technical competence that would indicate success at this level and must include clear and concise examples that emphasize the applicant's level of responsibilities, scope, and complexity.

Interested candidates must provide all required information by the deadline. Once a candidate is selected, PRAC and the OIG will complete an interagency agreement (IAA) and memorandum of understanding (MOU). The IAA and/or MOU must be in place before the candidate onboards. The selectee will remain an employee of their home agency for the duration of the detail assignment.

### **Contact Information**

Contact Marcos Contreras, Chief Management Officer via email ([Marcos.Contreras@cigie.gov](mailto:Marcos.Contreras@cigie.gov)) with any questions.