



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 Content Manager on the Transparency Team, for 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 managing the PRAC's website content including working directly within PRAC's Content Management System (CMS), Drupal. Creates, edits, posts, and updates website content, and is well versed in 508 compliance accessibility requirements for web content and makes recommendations to continuously improve accessibility. Coordinates with stakeholders and business owners to produce user-friendly web pages for reports and other PRAC publications and performs periodic site assessments to identify and address outdated content. Performs special projects as assigned.

### Requirements

Candidates must meet the qualifications in the following areas:

- One year of specialized experience equivalent at a level of difficulty and responsibility equivalent to the GS-12 grade level in the federal service or equivalent. Specialized experience is defined as creating, editing, posting, and updating website content, being knowledgeable in 508 compliance accessibility requirements, creating wireframes or mockups of web pages; and using UX/UI best practices to ensure websites are optimized.
- At least 2 years of experience developing and maintaining webpages in the Content Management System, Drupal.
- Detail-oriented, with excellent time management and organizational skills.
- Excellent verbal and written communication skills.
- Comfortable in a fast-paced, deadline-driven environment.
- Ability to work full-time and remote.

### Reimbursable Detail Information

- This is a six-month full-time and remote assignment with the option of extending it if both parties are amenable. Extensions may take place until, but no later than September 30, 2025.
- PRAC will reimburse the agency at the candidate's current salary and lower grades will be considered for high-performing candidates.



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- Once a candidate is selected, PRAC and the agency 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.

### **How To Apply**

Interested candidates must provide the following by December 22, 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. Copy of your last (non-award) SF-50.
3. Approval from 1<sup>st</sup> line supervisor (Email or Memo)

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

You will be evaluated for this position based on how well you meet the requirements above. You will be rated and ranked using only the information submitted for consideration and will be required to participate in an interview.

Interested candidates must provide all required information by the deadline.

### **Contact Information**

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