



OFFICE OF INSPECTOR GENERAL Department of Homeland Security

Washington, DC 20528 / www.oig.dhs.gov

OIG Detail Opportunity – Supervisory Contract Specialist

March 30, 2021 - The U.S. Department of Homeland Security (DHS), Office of Inspector General (OIG), is pleased to offer a reimbursable detail opportunity to the Inspector General Community. DHS OIG is seeking a highly motivated and qualified individual (GS-14 or GS-15) to serve as a Supervisory Contract Specialist in the Office of Management (OM), Acquisitions Division. This is a 1-year assignment; however, it may be extended depending on the needs of management and the employee's interest and availability. This opportunity will remain open until filled.

Detail Description:

The Supervisory Contract Specialist will supervise GS-1102 employees, grades 14 and below, to ensure DHS OIG procurement actions are compliant with statute, executive orders, federal acquisitions regulations and associated policy. This individual will improve processes for managing and implementing acquisitions and review sensitive and complex contracts. In addition, this individual is responsible for fostering professional development to satisfy certification requirements and mentoring the acquisition workforce.

Responsibilities:

- Directly supervise contracting operations to include GS-14 staff who are responsible for the entire contracting process from pre-planning through contract delivery.
- Serves as a Contracting Officer managing complex, sensitive and critical OIG procurement programs.
- Review Acquisition directives and regulations, determine impact on OIG operations, and issue implementing guidance.
- Review procurement initiatives and policy changes; Recommend adjustments needed for compliance or to enhance the final product.
- Ensure operational practices reflect a sound business decision and meet established quality standards.



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- Represent OIG on DHS committees and sub committees and other federal agency work groups, as needed.
- Assign tasks to subordinate staff; Ensure requirements are completed and are consistent with Director's vision, goals and objectives.
- Execute the OIG contracting mission; Conduct liaison and coordination meetings with program office representatives.
- Review controversial, complex, and political contract actions to ensure compliance is met.
- Oversee policy and compliance support for contracting operations.
- Assess qualifications for contracting officer warrants and make recommendations to Director.
- Supervise the completion of tasks and data calls assigned by senior management.
- Serve as the Contracting Activity Competition Advocate and monitor competition goals.
- Serve as the acting Division Director, as needed.

Qualifications:

- Determine award approval, disposition of protests, resolve labor violations, and ensure compliance with contracting regulatory requirements.
- Exercise authority and assign resources within an organization.
- Final technical review and decision over work products.
- Strong analytical and problem-solving skills.
- Superb verbal and written communication skills.
- Excellent interpersonal and social skills.
- Has experience as first level supervisor in the acquisition community.
- Perform the full range of administrative and technical duties including time and attendance, employee discipline, performance management, and recruitment functions.



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Contact:

Interested candidates should receive concurrence from their Agency prior to submitting their application package. Currently, this is a remote detail assignment with possible periodic travel to the DHS OIG Headquarters location in downtown Washington, DC, as necessary.

How to Apply:

Please send an email and include the following information:

- Your Name
- Updated Resume
- Most Recent Performance Appraisal
- Title of current organizational component
- Permanent position title
- Grade
- Length of time in current grade
- Service computation date
- Work location
- Telephone number

Your email must also include a statement, no longer than one-page, describing how your job experience relates to the above duties and qualifications.

Please email the requested information to **Barbara.williams@oig.dhs.gov**. If you have questions, contact Ms. Williams at **202-816-2923**.