

The Department of State – Office of Inspector General, Office of the Executive Director (OIG/EX) is looking for a highly motivated OIG manager to serve on a detail as the Deputy Assistant Inspector General for Management (DAIG-M) /Deputy Executive Director. Responsibilities will include leading matters of administration, information technology, quality assurance, budget development and management, employee development, human resources management, space management, operating policies, and internal affairs. Other duties will include collaborating with the DAIGs of other offices with OIG to coordinate the development and implantation of policies and guidelines and assisting the Assistant Inspector General (AIG) for Management with internal affairs for the Office of Inspector General.

The DAIG performs and directs work in monitoring and studying ongoing OIG programs in light of Departmental programs; observes for changing priorities and advises the AIG when redirection appears necessary; and attends meetings for the AIG with other DAIGS to keep informed of the full range of OIG activities and make recommendations on matters under discussion, particularly as related to the Executive Office.

OIG/EX is responsible for the policies, planning, and management regarding a full range of administrative and related operational services in support of the mission and functions of the OIG. The DAIG for Management leads, manages, and supervises the activities and staff of the Office in carrying out the functional responsibilities of the office.

Qualified candidates will have current supervisory experience at the GS-15 level, experience supervising one or more supervisors, and prior expertise leading an organization in attaining strategic goals related to an EX functional area, such as but not limited to:

- Administrative Support Services (e.g., procurement/acquisitions, property, security, space/facilities management);
- Human Resources (staffing, recruiting, training);
- Budget and Finance (budget formulation/execution, travel);
- Information Technology (help desk, cybersecurity, network operations);

- Compliance and Internal Controls (policy compliance, records management);
- Quality Management (quality control, quality assurance, process improvement); or
- National Security Decision Directive (NSDD) 38, International Cooperative Administrative Support Services (ICASS)

Some important things to keep in mind regarding this detail and its limitations:

1. The detailee may or may not be a current member of the SES
2. The detail can be made in 120-day increments; not to exceed 240 days
3. There is no SES pay differential for non-SES acting in an SES position

Who may apply: Current members of the Senior Executive Service (SES) or current GS-15 employees serving within an OIG office.

How to apply: Please seek the approval of your supervisor and the AIG in advance of applying for this detail and submit an introductory email and/or cover letter, resume, and copy of last performance plan (with rating) to Connie Yates at connie.w.yates@stateoig.gov no later than COB Wednesday, April 14, 2021.