



## Office of Inspector General United States Department of State

### **Detail Opportunity with the Office of the Executive Director U.S. Department of State, Office of Inspector General**

The Office of the Executive Director (EX) is looking for a highly motivated Office of Inspector General (OIG) employee (GS-13 or GS-14) to serve on a 120-day detail (may be extended). The incumbent of this detail will serve as a Senior Advisor (Program Manager) to the Acting Assistant Inspector General for Management (AIG-M)/Executive Director (EX). If eligible, a temporary promotion will be offered.

The EX Senior Advisor performs the following activities:

- manages and directs the formulation and publication of the Executive Office policy;
- manages projects as assigned, including data visualization and operational 'dashboards' (using programs like Tableau and Power B.I.) etc.;
- advises and works closely with the Executive Director in establishing the operational, performance, and administrative goals and objectives of the offices, and communicates the progress in accomplishing these goals and objectives;
- advises the Executive Director and Deputy Executive Director on human capital, information technology, and financial resources necessary to carry out the programs of the Office;
- advises and works with the Executive Director in responding to recommendations provided by the Office of Enterprise Risk Management (ERM) pertinent to the Executive Office;
- monitors the progress in addressing recommendations, metrics, tactics, and organizational performance goals for the Executive Office;
- manages the strategic planning and reporting for EX and liaises with ERM and EX managers to track performance metrics;
- participates fully in planning and carrying out EX program development, implementation, and evaluation functions of the office including: 1) developing new programs and enhancing existing programs to improve effectiveness to adapt to changing office needs; 2) initiating and revising EX policies, procedures, and guidance that increases the effectiveness and/or efficiency of the EX; 3) reviewing and evaluating existing EX programs for overall effectiveness; and 4) preparing comprehensive reports and/or recommendations to improve overall EX and OIG employee performance;
- facilitates and engages OIG leadership in improving employee engagement and organizational performance through consultation and technical support;
- collaborates on development of surveys, organizational assessments and other forums designs to assess workplace conditions, perceptions and organizational performance and researches and reports on organizational gaps, best practices and gap mitigation strategies;
- conducts and directs research and analysis on government-wide initiatives that have a direct effect and impact on the services of the Executive Office. Ensures that all organizational goals and objectives are aligned with those of the OIG and Department of State, as appropriate.

If you are interested in applying for this detail, please seek the approval of your supervisor and AIG in advance of applying and submit an introductory email and/or cover letter and resume to Connie Yates at [Connie.W.Yates@stateoig.gov](mailto:Connie.W.Yates@stateoig.gov) no later than April 19, 2021. If you have any questions, please direct them to Connie.