



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	IG Auditor – GS-14
<b>JOB ANNOUNCEMENT NUMBER</b>	28404
<b>SALARY RANGE</b>	\$106,263- \$138,136 annually
<b>OPEN PERIOD</b>	10/7/2014 – 10/7/2015
<b>POSITION INFORMATION</b>	Permanent Employment or Permanent ODNI Employees
<b>DUTY LOCATION</b>	Reston, VA
<b>WHO MAY APPLY</b>	US Citizens
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	No

## ORGANIZATIONAL MISSION:

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\*\*\* ODNI uses a rank-in-person system in which rank is attached to the individual. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade. \*\*\*

\*\*\*OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\*

Component Mission: The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.

## MAJOR DUTIES AND RESPONSIBILITIES:

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Initiate, plan, and conduct comprehensive program, financial, contract, acquisition, and information technology-related audits and reviews of activities within the Office of the Director of National Intelligence (ODNI), and the Intelligence Community (IC) at-large to detect and prevent waste, fraud and abuse and ensure compliance with Generally Accepted Government Auditing Standards (GAGAS).

Plan, develop, and conduct ODNI and IC-wide financial and operational audits; design and conduct interviews; determine data to be reviewed; collect and analyze all relevant data using statistical and analytical methods; use audit results and analysis to develop recommendations for improving compliance, effectiveness, efficiency, and accountability.

Plan, develop, and present written reports and oral briefings for senior leaders regarding findings and status of complex audits.

Plan, develop, and conduct multiple, complex audits that require an integrated analysis of a number of different operational programs, financial, and accounting systems.



Provide senior ODNI and IC leadership with advice and counsel on the development of ODNI policies that are designed to detect and prevent waste, fraud, and abuse and address systemic issues identified in audits that detract from program or operational effectiveness.

Plan and conduct initiatives to identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to address issues identified in audits in order to promote financial compliance, efficiency, and effectiveness in the administration of programs and operations.

Monitor and assess the progress of corrective measures taken by senior ODNI and IC leadership, and provide substantive advice and innovative solutions to senior officials regarding implementation of recommendations

Develop and present briefings that keep the DNI fully informed of systemic issues detracting from operational performance and program effectiveness as well as of other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

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Bachelors degree in accounting, business administration, finance, or public administration and/or a certificate as a Certified Public Accountant, Certified Internal Auditor, or Certified Information Systems Auditor or comparable professional experience at the full performance level in accounting, auditing, or a related field.

Extensive knowledge of the theory, concepts, practices, and techniques of auditing, to include the GAGAS and the identification of conditions, causes, criteria, effect, and recommendations.

Extensive knowledge of and ability to detect and prevent waste, fraud, and abuse in one or more of the following areas: Federal contracting practices, government budgeting and finance, information technology and assurance, and/or the IC's structure, components, and missions.

Demonstrated interpersonal skills including the ability to interview, negotiate, and brief senior officials; demonstrated ability to lead an audit team in the development of audit plans, conduct highly complex audit projects, and write reports to substantiate findings.

Demonstrated writing skills including the ability to independently develop substantive audit reports and correspondence.

Demonstrated analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations based on qualitative and quantitative data.

Demonstrated ability to exercise sound judgment and form objective conclusions/recommendations, monitor for compliance, and evaluate the effectiveness of recommendations based on empirical facts, evidence, and other pertinent information.



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Desired KSAs:

Financial Statement auditing experience desired.

## HOW YOU WILL BE EVALUATED:

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You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

## BENEFITS:

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Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- Health Care Flexible Spending Accounts

## OTHER INFORMATION:

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You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

## HOW TO APPLY:

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### \*\*\*HOW TO APPLY\*\*\*(PERMANENT/PERMANENT-INTERNAL APPLICANTS)

**Permanent: (Cadre) A permanent staff position in the ODNI. There are no restrictions on who can apply for a permanent position.**

**Permanent-Internal: Current cadre ODNI employees are eligible to apply.**



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**AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.**

**A complete application must include the following:**

**a. RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name; address; telephone number; and email address.**

**b. KSA's (Knowledge; Skills; and Abilities) - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.**

**c. PERFORMANCE EVALUATIONS – Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.**

**d. COVER LETTER – a separate document that acts as a supplemental to your resume; explaining the contents of your application package and allowing for an opportunity to further elaborate upon your submission.**

**e. Reference the vacancy number you are applying to in the subject line and on each document submitted.**

**f. Applications should be sent to either DNI-MSD-HR-RR-Team B (lotus notes; classified system) or Recruitment\_TeamB@dni.gov. All attachments should be in Word or PDF format.**

**Your application MUST be received by the closing date of the announcement. Applications received after the close date will NOT be eligible for consideration.**

**Applications should NOT contain classified information above the TS//SI//TK//NOFORN level.**

**To verify receipt of your application package ONLY; you may call (703) 275-3811.**

## **AGENCY CONTACT INFO:**

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ODNI Recruitment

Phone: (703)275-3811

Email: Recruitment\_TeamB@dni.gov