



United States Postal Service  
 Office of Inspector General  
 Attn: Human Resources  
 1735 N. Lynn Street, 10<sup>th</sup> Floor  
 Arlington, VA 22209-2020

Grade: IGES (SES) FLSA: Exempt  
 Salary: \$114,468 - \$172,000 Per Annum  
 Positions: One located in Arlington or Dulles, VA  
 Relocation Expenses May Be Paid  
 Open: 9/05/08 Close: 9/19/08

**Deputy Chief Mission Support Officer  
 (Technical Services)**

The United States Postal Service Joint Mission Support Center (JMSC) is seeking a highly qualified senior executive level candidate to fill our Deputy Chief Mission Support position domiciled in Dulles, VA or Arlington, VA. The Joint Mission Support Center is a customer-centric, performance driven organization that provides administrative, technical, and investigative support services to the United States Postal Service's Office of Inspector General responsible for the prevention and detection of fraud, waste, abuse, and mismanagement, and the United States Postal Inspection Service responsible for performing investigative and security functions to protect the United States Postal Service's customers, employees and assets.

<p><b><u>EXECUTIVE CORE QUALIFICATIONS (ECQ's)</u></b></p> <p><b>This is a position in the Inspector General Executive Services (IGES). All candidates for IGES positions should demonstrate managerial experience in the following areas:</b></p> <ul style="list-style-type: none"> <li>• <b>Leading Change:</b> Encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. This includes the ability to balance change and continuity, to continually strive to improve customer service and program performance, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under adversity.</li> <li>• <b>Leading People:</b> The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organizations' vision, mission, and goals.</li> <li>• <b>Results driven:</b> Accountability and continuous improvement. This includes the ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies.</li> <li>• <b>Business Acumen:</b> The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organizations mission, and to use new technology to enhance decision making.</li> <li>• <b>Building Coalitions/Communication/Team Concepts:</b> This involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external policies that impact the work of an organization.</li> </ul>	<p><b><u>MANDATORY TECHNICAL REQUIREMENTS</u></b></p> <p>Demonstrated experience in the following areas:</p> <ul style="list-style-type: none"> <li>• Managing a complex multifaceted national operation that involves incorporation of new technology into criminal investigative programs, a diverse skilled and technical workforce composed of career and contract employees, and response to critical events that impact the USPS and its customers</li> <li>• Expert knowledge of and ability to lead an operation involving seized computers and computer-related evidence in a results driven environment</li> <li>• Skill in effectively communicating to include ability to persuade others and build consensus through cooperation, partnerships, and dialogue with peers, customers, and stakeholders</li> <li>• Managing of complex budgets and development of procurement requirements for highly technical equipment and systems</li> </ul> <p><b>All applicants, who are not current SES, must submit written statements describing accomplishments that reflect your capability in five competencies related to the ECQs. You may submit one or two accomplishments for each competency. If you provide more than two accomplishments for a competency, only the first two accomplishments listed will be evaluated. Your response for each competency cannot exceed one page.</b></p> <p><b><u>THE FIVE COMPETENCIES ARE:</u></b></p> <ol style="list-style-type: none"> <li>1. <b><u>Strategic Thinking</u></b> – Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.</li> <li>2. <b><u>Team Building</u></b> – Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.</li> <li>3. <b><u>Accountability</u></b> – Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Compiles with established control systems and rules.</li> <li>4. <b><u>Human Capital Management</u></b> – Builds and manages a workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.</li> <li>5. <b><u>Influencing/Negotiating</u></b> – Persuades others; builds consensus through give and take; gains cooperation from others.</li> </ol>
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<p><b><u>ADDITIONAL REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Ability to pass a physical examination, drug screening, and background investigation</li> <li>• Ability to obtain/maintain a government-issued credit card</li> <li>• Selectee is required to obtain and maintain a Top Secret clearance</li> <li>• Selectee will be subject to random drug testing</li> <li>• May require up to 25 percent travel</li> <li>• May be required to serve a one-year probationary period unless already in the Senior Executive Service with career status</li> <li>• Current federal law enforcement experience (1811)</li> </ul> <p><b><u>TO BE CONSIDERED, APPLICANTS MUST SUBMIT</u></b></p> <ul style="list-style-type: none"> <li>• A resume</li> <li>• Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating (if unable to provide, please note reason on a separate sheet of paper)</li> <li>• Each applicant is required to submit a comprehensive narrative statement covering both the mandatory technical qualifications and the five competencies listed</li> <li>• <b>If current SES you do not have to complete the five competencies, but must complete mandatory technical qualifications</b></li> </ul> <p><b><u>NOTE</u></b></p> <ul style="list-style-type: none"> <li>• <b>INSPECTOR GENERAL EXECUTIVE SERVICE (IGES) EQUIVALENT TO THE SENIOR EXECUTIVE SERVICE (SES)</b></li> <li>• <b>USPS-OIG HAS AN INTERCHANGE AGREEMENT WITH OPM ALLOWING TRANSFER OF IGES TO SES IN THE FEDERAL GOVERNMENT</b></li> <li>• <b>OPEN TO ALL SOURCES</b></li> <li>• <b>U.S. CITIZENSHIP REQUIRED</b></li> <li>• <b>APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: <a href="mailto:JOBS@USPSOIG.GOV">JOBS@USPSOIG.GOV</a> OR MAILED TO: USPS-OIG, Human Resources 1735 N. Lynn Street, 10<sup>th</sup> Floor, Arlington, VA 22209-2020</b></li> <li>• <b>MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT</b></li> <li>• <b>APPLICANTS WHO DO NOT ADDRESS EACH OF THE FIVE COMPETENCIES (IF REQUIRED) AND MANDATORY TECHNICAL REQUIREMENTS WILL NOT BE CONSIDERED</b></li> </ul> <p>Applicants must meet all eligibility requirements by the closing date of the announcement. <b>All submissions must include the vacancy announcement number.</b></p>	<p><b><u>BASIS OF RATING</u></b></p> <p>Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training that indicate the applicant’s ability to acquire the particular knowledge and skills needed to perform the duties of the position.</p> <p><b><u>REASONABLE ACCOMMODATIONS</u></b></p> <p>This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis</p> <p><b><u>WHY APPLY WITH THE POSTAL SERVICE OIG?</u></b></p> <ul style="list-style-type: none"> <li>• <b>Flexible Work Schedules!</b></li> <li>• <b>Flexible Spending – Pre-Tax dollars for Child and Health Care!</b></li> <li>• <b>Locality Pay for Geographical Area Included!</b></li> <li>• <b>Pre-tax Dollars for Commuting!</b></li> <li>• <b>State of the Art Technology!</b></li> <li>• <b>Pay System that Rewards High Performers!</b></li> <li>• <b>Thrift Savings Plan with Matching Contributions up to 5%!</b></li> <li>• <b>Government-Backed Pension Plan!</b></li> <li>• <b>Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!</b></li> <li>• <b>On the Top 10 Corporations List in the U.S.!</b></li> <li>• <b>In the Top 50 Corporations for minorities and women!</b></li> </ul> <div style="border: 1px solid black; border-radius: 50%; padding: 20px; text-align: center; margin-top: 20px;"> <p><b>Job Line Number:</b> 703-248-2210</p> <p><b>DC Relay Service:</b> 202-855-1234 (TTY)</p> <p><b>Or Visit our website:</b> <a href="http://www.uspsoig.gov">www.uspsoig.gov</a></p> </div>
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AN EQUAL OPPORTUNITY EMPLOYER