

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
SENIOR EXECUTIVE SERVICE
VACANCY ANNOUNCEMENT

OFFICE OF INSPECTOR GENERAL

Vacancy Announcement Number: **HQ-IG-01-01-SES**

Position: Assistant Inspector General for Audits
ES-0511 (Career Reserved)
Location: Washington, DC

Opening Date: 05/24/2001
Closing Date: 06/07/2001

Salary Range: \$120,261 - 133,700 PA

Area of Consideration: All Qualified Federal Employees

Duties: The Assistant Inspector General for Audits (AIGA) works under the general direction of the Inspector General (IG) and is responsible for the functional development, implementation, and supervision of NASA Office of Inspector General (OIG) audit activities located at Headquarters and NASA installations throughout the country. The majority of the audit staff is located at NASA's Centers and assigned to programs on a matrix basis. The incumbent will be responsible for: 1) supervising the performance of auditing activities relating to programs and operations of NASA to promote economy and efficiency and to prevent or detect crime, fraud, waste, or abuse in the administration of these programs; 2) managing and directing the preparation and presentation of reports to NASA, the Office of Management and Budget, other government agencies and Congress; 3) reviewing existing and proposed legislation and regulations relating to programs carried out or financed by NASA in order to make recommendations on their impact on the economy and efficiency of the administration of these programs or the prevention and detection of crime, fraud, waste, and abuse in these programs; 4) recommending policies and coordinating relationships between other Federal agencies, state and local governments or non-government organizations, concerning audit activities that affect NASA programs; and 5) assuring compliance with professional/GAO audit standards and NASA OIG audit policies and procedures.

QUALIFICATIONS REQUIRED:

Candidates must demonstrate possession of responsible experience to perform the duties described above. Normally, this level of experience would have been gained at or above the GS/GM-15 level or its equivalent. Candidates must demonstrate experience in the managerial and technical areas noted below:

EXECUTIVE CORE QUALIFICATIONS:

1. Leading Change-

Encompasses the ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to the position is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

2. Leading People-

Involves the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

3. Results Driven-

Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies

4. Business Acumen-

Involves the ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.

5. Building Coalitions/Communication-

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 politics that impact the work of the organization.

For further information and guidance in addressing the five Executive Core Qualifications visit OPM's web site at <http://www.opm.gov/ses/handbook.html>.

TECHNICAL QUALIFICATIONS:

1. Extensive experience in directing and managing an audit staff assigned to Headquarters and field units with responsibilities for conducting financial, program, compliance, and economy and efficiency audits for a large multi-level organization.
2. Experience in developing, implementing, and assessing the effectiveness of an audit program that provides oversight and coverage of an agency's major programs, vulnerabilities, and material weaknesses.
3. Knowledge of an Electronic Data Processing audit function.
4. Knowledge of audits of government organizations using GAO auditing standards.
5. Ability to communicate effectively, orally and in writing, with subordinates and other management officials at all levels within government agencies and the Congress.

IMPORTANT: CANDIDATES MUST FULLY ADDRESS ALL ITEMS UNDER 'EXECUTIVE CORE QUALIFICATIONS' AND "TECHNICAL QUALIFICATIONS" ABOVE.

Evaluation Method: _____

Applicants will be evaluated by an Executive Resources Panel based on the Executive Core Qualifications and technical qualification requirements stated in this announcement, and eligible candidates will be placed in qualified and highly qualified categories. Interviews, qualification and suitability inquiries may be requested. The highly qualified will be referred to the appropriate official who will recommend selection.

If you have career status in the SES or are a certified OPM graduate of an SES Candidate Development Program, you will be evaluated against the technical requirements only.

General Information:

NASA is an equal opportunity employer, and all applications will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, membership in an employee organization, or other non-merit reason. This announcement is for a career appointment to a position in the NASA Senior Executive Service (SES). Persons entering the SES for the first time are subject to a one-year probationary period. A financial disclosure statement is required upon appointment into the SES. This statement will be used to avoid conflicting situations in employment through advice and counseling. This position (is) (is not) subject to random drug testing.

You may either submit a resume or form OF-612. The following information **MUST** be provided:

- Vacancy number and title of the job applying for
- Full name, mailing address, day and evening phone numbers
- Social Security Number
- Citizenship status
- Reinstatement eligibility
- Highest Federal civilian grade held (also give job series and dates held)
- Educational information for High School and above (give name, city, state, date of diploma, majors, and types of degrees)
- Work experience **RELATED** to the job applied for in the following format: Job title, duties and accomplishments, employer's name and address, supervisor's name and work phone, starting and ending dates, hours per week, and salary
- Indicate if we may contact your current supervisor
- Training, skills, honors, awards, membership in professional/honor societies, that are **RELATED** to the job applied for

Applicants should keep copies of all application materials since they will not be returned. Applicants who do not provide all of the required information may lose consideration for the position for which they are applying. All internal NASA applicants currently in the SES need only submit a memorandum requesting consideration and any relevant supplemental information you wish the selecting official to consider.

Applications should be sent to:

**NASA Office of Inspector General
Attn: Lek Terrell
Code W
300 E Street, SW
Washington, DC 20546**

For additional information, contact:

Yvette Gilmore 202-358-2590
Lek Terrell 202-358-2584

The necessary forms are available at this address and at all Federal Job Information Centers.

**RESUMES OR APPLICATIONS MUST BE RECEIVED OR POSTMARKED NO LATER
THAN THE CLOSING DATE**