

DEPARTMENT OF THE TREASURY

FINANCIAL CRIMES ENFORCEMENT NETWORK

SENIOR EXECUTIVE SERVICE

Vacancy Announcement FNSES-09-001



Opening Date: January 2, 2009
Closing Date : February 2, 2009

POSITION: **Associate Director, International Programs**
(Position is designated as Career Reserved)
ES-301 (Between \$ 117,787 and \$ 177,000 per annum)

LOCATION: **Financial Crimes Enforcement Network**
International Programs Division
Vienna, Virginia

AREA OF CONSIDERATION: All Qualified US Citizens

(Applicants who do not submit all of the information required in the "HOW TO APPLY" section will not receive consideration)

MAJOR DUTIES

This position is for a Senior Executive serving as the Associate Director, International Programs Division of the Financial Crimes Enforcement Network (FinCEN). The International Programs Division has two constituent offices with approximately 50 staff and contractors. In addition to managing a division leading FinCEN's international activities as the Financial Intelligence Unit of the United States, the Associate Director also serves as part of the agency's senior management team. The Associate Director develops, as well as administratively implements, plans and policies for a wide range of program activities relative to FinCEN's efforts to support the global fight against money laundering, terrorist financing, and other illicit financial activities as part of the overall agency mission to protect the United States financial sector from abuse. These policies and programs include, but are not limited to, ongoing international liaison; analysis of specific targets under investigation by U.S. or foreign law enforcement; analysis of trends and patterns of cross-border financial activity; coordinating and, in some cases, directly providing training and technical assistance; providing advice and counsel regarding the creation and improvement of foreign financial intelligence units; supporting

FinCEN's leadership roles as to the Egmont Group of financial intelligence units; and working with and through numerous domestic and foreign forums and mechanisms to enhance the exchanges of information and international cooperation.

The Associate Director:

- provides direction and management oversight, through subordinate supervisors that direct international program activities;
- initiates and directs strategic planning activities;
- serves as a key advisor on international program considerations, including program and policy matters related to the support for Egmont and related international assistance; and
- conducts extensive inter-agency coordination and liaison.

For further information regarding FinCEN's mission, please visit our website at <http://www.fincen.gov>. FinCEN's Strategic Plan for 2008 to 2012 may be found at http://www.fincen.gov/about_fincen/wwd/strategic.html.

EQUAL EMPLOYMENT OPPORTUNITY

FinCEN is an Equal Employment Employer: Selection for this position will be based solely on merit with no discrimination for non-merit reasons such as race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.

FinCEN provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

FINCEN BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. Members of the Senior Executive Service receive 26 days of annual leave per year. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System. The office is located in a modern commercial building in Vienna, Virginia with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

QUALIFICATION REQUIREMENTS

Applicants must be U.S. citizens.

The applicant's experience MUST have been at a sufficiently high level of difficulty to show clearly that the applicant possesses the professional and technical, as well as program knowledge, skills, and abilities outlined under all of the Executive Core Qualifications (ECQ's), and the Professional/Technical Program Qualifications (PTQ's). Please refer to the Office of Personnel

Management's (OPM) Senior Executive Service (SES) website at <http://www.opm.gov/ses> for general information on the SES.

Each applicant is required to submit a separate narrative statement addressing all of the ECQ's and PTQ's listed below. We recommend no more than two pages per core/technical qualification. However, current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program only need to address the PTQ's.

Please see the HOW TO APPLY section for specific instructions. The narrative statements should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge and technical competence, which would indicate successful performance in the SES. The statements must include clear and concise examples that emphasize the applicant's level of responsibilities, scope and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The OPM "Guide to Senior Executive Service Qualifications" provides detailed information on addressing the ECQ's and competencies and is available on the OPM website at http://www.opm.gov/ses/recruitment/SES_Quals_Guide_2006.pdf. You are strongly encouraged to follow the Challenge-Context-Action-Result Model outlined in the Guide when addressing the ECQ's and PTQ's. Your narrative statement should not exceed 2 pages for each individual ECQ.

A. MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQ's)

OPM has identified five ECQ's that are designed to assess executive experience and potential. The ECQ's measure whether an individual has the broad executive skills needed to succeed in the SES.

The following elements will be used to evaluate each individual applicant's record of knowledge, skills, abilities, and potential to ensure that the applicant possesses sufficient breadth and depth of executive qualifications for entry into the career Senior Executive Service. The ECQ's emphasize such qualities as customer service, creativity, team building, partnership, and describe the leadership skills needed to succeed in the SES as well as reinforce the concept of an "SES corporate culture."

Remember, you can refer to the OPM "Guide to Senior Executive Service Qualifications" which provides detailed information on addressing the ECQ's and competencies and is available on the OPM website at http://www.opm.gov/ses/recruitment/SES_Quals_Guide_2006.pdf.

ECQ 1 - LEADING CHANGE: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Competencies:

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.

External Awareness – Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.

Flexibility – Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.

Resilience – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

Strategic Thinking – 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.

Vision – Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

ECQ 2 - LEADING PEOPLE: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Competencies:

Conflict Management – Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.

Leveraging Diversity – Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.

Developing Others – Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

Team Building – Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

ECQ 3 - RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Competencies:

Accountability – 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. Complies with established control systems and rules.

Customer Service – Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

Decisiveness – Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Entrepreneurship – Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.

Problem Solving – Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Technical Credibility – Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

ECQ 4 - BUSINESS ACUMEN: This core qualification involves the ability to manage human, financial, and information resources strategically.

Competencies:

Financial Management – Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.

Human Capital Management – Builds and manages 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.

Technology Management – Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

ECQ 5 - BUILDING COALITIONS: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, and possibly foreign governments or international organizations to achieve common goals.

Competencies:

Partnering – Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Political Savvy – Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Influencing/Negotiating – Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

FUNDAMENTAL COMPETENCIES: These competencies are the foundation for success in each of the Executive Core Qualifications.

Please Note: Because the fundamental competencies are cross-cutting, they should be addressed over the complete ECQ narrative. It is not necessary to address them directly as long as the ECQ narrative, in its totality, shows mastery of these fundamental competencies overall.

Competencies:

Interpersonal Skills – Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.

Oral Communication – Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.

Integrity/Honesty – Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

Written Communication – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Continual Learning – Assesses and recognizes own strengths and weaknesses; pursues self-development.

Public Service Motivation – Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

B. PROFESSIONAL/TECHNICAL PROGRAM QUALIFICATIONS (PTQ's)

FinCEN has identified these PTQ's to assess the experience and potential for this specific position.

1. Knowledge of international financial activities concerning the flow of money across country borders and the relevant laws and regulations, including the Bank Secrecy Act, the USA Patriot Act, and the roles of international organizations and multilateral bodies. **(Applicants must describe their relevant experience.)**

2. Expertise for leading the development of programs, policies, and products regarding international financial program activities, including case summaries and analyses, guidelines, reports and analyses of and recommendations in response to regulatory, legislative, program or policy proposals. **(Applicants must describe their relevant experience.)**

3. Demonstrated ability to provide a full array of administrative and technical supervision, through subordinate supervisors, to staffs of senior specialists engaged in international programs involving complex analytical and liaison activities. **(Applicants must describe their relevant experience.)**
4. Experience in leading programs involving interactions with senior domestic and foreign officials regarding complex, sensitive international program activities to conduct global liaison and support activities. **(Applicants must describe their relevant experience.)**
5. Experience indicating the ability to represent FinCEN, with executives/leaders of other organizations, at meetings and conferences, conveying FinCEN's interests and priorities, establishing cooperative working arrangements, and negotiating outcomes. **(Applicants must describe their relevant experience.)**

BASIS FOR EVALUATION:

A preliminary review of each application will be made by the Office of Human Resources to determine if the mandatory ECQ's and PTQ's are met. Rating and ranking to determine "Best Qualified" will be conducted by representatives of an Executive Resources Board (ERB). Each applicant's overall record (professional and volunteer experience, education and training, accomplishments, awards, and potential) will indicate whether he/she possesses the knowledge, skills, and abilities needed in the ECQ's and PTQ's. The ERB will refer the top applicants to the selecting official for consideration. In most cases, an individual's executive qualification must also be certified by an OPM independent Qualifications Review Board as a prerequisite to final selection.

ADDITIONAL INFORMATION

The selectee for this SES position must be able to satisfy the following requirements:

1. This position is a sensitive position and the selectee must be able to obtain and maintain a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance;
2. Satisfactorily complete a drug test and, thereafter, be subject to random drug testing;
3. File a statement of employment and financial interests upon entry, and annually thereafter;
4. OPM approval and a one-year probationary period will be required for any applicant who does not have SES Career status; and
5. Personal Identity Verification Credential: In accordance with Homeland Security Presidential Directive 12 (HSPD-12), the selectee(s) must be eligible to receive a Personal Identity Verification (PIV) credential. If selected, you must: 1. Present two forms of identification, of which at least one must be a valid Federal or State government issued picture ID. For a list of acceptable identification, visit <http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>; 2. Receive a favorable background check which includes a successfully adjudicated FBI criminal history record check (fingerprint check) and a National Agency Check with Inquiries (NACI) or equivalent background investigation; and 3. Maintain eligibility for a PIV credential during your employment with the Department of the Treasury, Financial Crimes Enforcement Network as described above. Failure to comply with the PIV credential process and if unable to verify the applicant's identity, may result in the loss of consideration for employment.

Domestic and International travel is required.

HOW TO APPLY

1. Applicants may apply with an OPM Optional Form 612 (Optional Application for Federal Employment), resume, or other written format. However, the application, regardless of the format, must describe the applicant's related qualifications pertinent to the position and must include the information cited in the "How to Apply" section of the OF-612. Certain information is required to evaluate your qualifications and determine if you meet legal requirements for Federal employment. The OF-612 may be obtained at http://www.opm.gov/forms/pdf_fill/of612.pdf
2. Applicants **MUST** also provide narrative statements addressing their experience, education and accomplishments for each of the mandatory ECQ's and the PTQ's on regular bond paper. We recommend no more than two pages per each core/technical qualification. While current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program do not need to address the ECQ's, the PTQ's **MUST** be addressed by all applicants.
3. Applicants who completed an OPM-approved SES candidate development program **MUST** submit a document that certifies the completion. Applicants who are current SES employees or are eligible for reinstatement to an SES-Career appointment **MUST** submit a copy of the Notice of Personnel Action (SF-50), or equivalent documentation that indicates the SES-Career status. Applicants who are current Federal employees must submit a copy of a recent SF-50, Notification of Personnel Action, that indicates Federal Status, grade, tenure and type of service.
4. Please download, complete, and submit the following optional forms:
 - SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
 - SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

5. The vacancy announcement number **MUST** be listed on the envelope and the first page of your application or resume. All application materials **MUST be postmarked** no later than the closing date of the vacancy announcement. The use of postage-paid Government agency envelopes is a violation of Federal law. Applications received in postage-paid Government envelopes will not be considered.

You may FAX your application, including PTQ's and ECQ's, and SF-50 to (703) 905-5161. It **MUST be received** by midnight Eastern Standard Time (EST) on the closing date of this announcement, and you must indicate the announcement number for which you are applying.

It is the responsibility of the applicant to ensure that all materials are received by FinCEN on time and that the materials submitted are properly received and readable. Your application will be considered incomplete and you will be found ineligible, if you fail to submit the required documentation as specified in the announcement or if the required documents for a complete application package are illegible.

6. No documents, other than those specified in this section, will be accepted. Any excess documents will not be forwarded to the Executive Resources Board. Please do not attach position descriptions, award certificates, personal endorsements, pictures, etc. Materials submitted as part of your application will not be returned.

7. Failure to submit all required documents and information requested by the closing date of this announcement will constitute an incomplete application package, and will not receive consideration for this position. Applicant's qualifications will be evaluated solely on the information submitted in their application.

APPLICATION PACKAGES MUST BE MAILED TO:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement FNSES-09-001
P.O. Box 39
Vienna, VA 22183-0039**

**APPLICATIONS MUST BE POSTMARKED BY THE
CLOSING DATE OF February 2, 2009.**

FOR FURTHER INFORMATION CONTACT:

For a copy of this announcement please visit the FinCEN website at,
http://www.fincen.gov/wn_jobposting.html

For additional information, please call:
Ms. Patti Jean Warren (703) 905-3971.