



**Central Intelligence Agency
Office of Inspector General**

Chief, Financial Division, Investigations Staff

Grade: Senior Intelligence Service (SIS) or Senior Executive Service (SES) equivalent
Additional Grades Accepted: Highly Qualified GS-15
Location: Washington Metro Area
Vacancy Close Date: 19 Feb 2013
Security Clearance Required: Top Secret//SCI
Polygraph Level Required: Full Scope

Duty Description Overview:

The Central Intelligence Agency, Office of Inspector General (CIA/OIG) is seeking a highly motivated individual with a record of strong performance and impeccable integrity to help lead the Investigations Staff in accomplishing its mission. The Investigations Staff is responsible for conducting investigations of waste, fraud, and abuse in connection with Agency programs and activities. The Investigations Staff typically examines allegations of criminal and/or administrative wrongdoing. Staff activities frequently draw high-level interest and require interaction with senior officers within the Agency and ranking officials outside CIA. The Division Chief will work with the Assistant Inspector General for Investigations and the Deputy Assistant Inspector General for Investigations to oversee the operations of the Finance Division, including the supervisor of Investigators who focus on contract and procurement fraud. The Division Chief is responsible for day-to-day supervision and management of 10-15 Investigators and the contract fraud program. The supervision of investigative activities includes case planning, methodology, case management, research, evidence collection, interviewing, analysis, report production, and file management. Investigations are conducted in accordance with standards and guidelines established by the Council of Inspectors General on Integrity and Efficiency (CIGIE).

The Division Chief has responsibility for developing, implementing and managing a comprehensive and strategic program for detecting, deterring, and prosecuting allegations of contract and procurement fraud. The Division Chief plans, schedules, and allocates

personnel resources to ensure high productivity and timeliness in case management. This includes prioritizing the work, providing advice and guidance to investigators in the performance of their duties, and assessing their strengths and developmental needs. The Division Chief conducts quality assurance through compliance with investigative standards and procedures and the review of interview reports, memoranda, investigative reports, cables, and outgoing correspondence to ensure that these products are well written, accurate, and reflect appropriate substance.

The Division Chief establishes and maintains effective interpersonal relationships with co-workers and stakeholders and promotes the exchange of diverse opinions and viewpoints. The Division Chief also contributes to Investigations Staff goals as a member of the management team.

Minimum requirements: The successful candidate will be a highly qualified GS-15, SIS or SES equivalent with the following qualifications:

- Substantive and proven investigative expertise with an in-depth knowledge of the criminal and administrative investigative processes, including application of relevant statutes, regulations, and the rules of criminal procedures.
- A broad knowledge of pertinent laws, regulations, and court decisions (In particular Title 18 of the U.S. Criminal Code.
- A thorough understanding of civil remedies such as suspension and debarment;
- Substantive expertise in the area of embezzlement, anti-trust violations, and other types of white collar crime.
- Proven expertise in establishing, developing, and implementing new programs and initiatives.
- Demonstrated leadership and the ability to influence and inspire others.
- A strong performance record to include demonstrated management expertise.
- Excellent written and oral communications skills.
- Excellent analytic skills.
- Strong degree of initiative.
- Strong interpersonal skills, including the ability to interact with people at all levels and positions within and outside the Agency.
- Ability to interact with people who have different values, cultures and backgrounds.
- A four-year degree from a college or university whose accreditation is recognized by the U.S. Department of Education.
- Demonstrated ability to manage multiple tasks with competing priorities, and work in a high profile environment.
- Impeccable integrity.

Desired Prior Experience:

- Prior experience as a federal criminal investigator is highly desirable.
- Previous experience in the Inspector General Community.

- A working understanding of CIGIE Quality Standards for Investigations and/or the Attorney General Guidelines for law enforcement agencies.
- Knowledge of CIA's programs and activities, relevant laws and regulations.

This is not a law enforcement retirement covered position.

Applicants must be able to obtain and maintain a Top Secret (TS) Clearance with Sensitive Compartmented Information (SCI).

All applicants must successfully complete a thorough medical and psychological exam, a polygraph interview and an extensive background investigation. US citizenship is required.

To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last twelve months. The issue of illegal drug use prior to twelve months ago is carefully evaluated during the medical and security processing.

Important Notice: Friends, family, individuals, or organizations may be interested to learn that you are an applicant for or an employee of the CIA. Their interest, however, may not be benign or in your best interest. You cannot control whom they would tell. We therefore ask you to exercise discretion and good judgment in disclosing your interest in a position with the Agency. You will receive further guidance on this topic as you proceed through your CIA employment processing.

How to Apply:

Application packages can be submitted via unsecured fax to (703)874-1988 or e-mail to karengm@ucia.gov no later than COB on the closing date of this announcement. Applications will not be accepted after the vacancy closing date.

Applicants must submit a resume and performance appraisals covering the last 2 years. A summary may also be submitted of your experience no more than two typed pages, standard margin, single line, font 11; name and position title on each page.