



ODNI Vacancy Notices

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UNCLASSIFIED

Permanent-Internal, Rotational

ODNI/DNI

IC/INSP

Inspector - 25695

GS-15

OHB - Please note: This office is scheduled to relocate to Reston, VA around June-Sept 2013

*****Permanent-Internal positions are only open to current permanent ODNI employees - Staff Reserve employees are not eligible to apply.*****

*****This announcement advertises a GS-15 position. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.*****

*****DNI Cadre Only: Higher graded employees applying to this vacancy announcement will be downgraded if selected.*****

Mission Statement:

The Intelligence Community Office of the Inspector General (IC OIG) is an objective office, appropriately accountable to Congress, that initiates and conducts independent investigations, inspections, audits, and reviews of programs and activities within the responsibility and authority of the Director of National Intelligence; promotes economy, efficiency, and effectiveness in the administration and implementation of such programs and activities; and prevents and detects fraud, waste, and abuse in such programs and activities. In addition, the IC OIG provides leadership and coordination to other IC Inspectors General through the IC IG Forum, which was also established by the Intelligence Authorization Act of Fiscal Year 2010.

Major Duties and Responsibilities:

Oversee, lead, plan, and conduct comprehensive, multi-disciplinary evaluations and reviews of systemic issues within the Office of the Director of National Intelligence (ODNI), national mission centers, and the Intelligence Community (IC) to evaluate efficiency and effectiveness, identify vulnerabilities, and prevent and detect fraud, waste, and abuse.

Lead, plan, develop, and conduct ODNI and IC-wide strategic analysis for the purpose of promoting the economy, efficiency, and effectiveness of programs and operations; lead the development of process improvement

plans and procedures, identify areas for improvement, assess whether oversight and compliance are effective, and monitor trends in oversight activities across the IC.

Lead the design of and conduct interviews, define data collection requirements, collect and analyze data and records, and synthesize this information to develop findings, conclusions, and recommendations; develop final reports, present findings, and follow-up on recommendations.

Provide expert advice, counsel, and support to other inspectors and inspection teams by providing leadership in searching for, gathering, screening, and providing factual information and explanations related to the inspection, or to the compliance-related program itself.

Oversee and lead the development and presentation of recommendations to ODNI and IC senior leaders regarding actions they should take to address issues identified in inspections to promote the economy, efficiency, and effectiveness of programs and operations.

Oversee and lead the planning, development, and presentation of written documents, including reports of inspection, memoranda to management, and other documents, and also lead the development and presentation of oral briefings for senior leaders regarding findings and the status of complex inspections.

Oversee and lead the development and presentation of reports for congressional oversight committees and the President's Intelligence Advisory Board's Intelligence Oversight Board (IOB) on intelligence oversight issues.

Oversee and lead the evaluation and assessment of IC, ODNI, component, center, and program compliance with Federal law, Executive Orders, Presidential Directives, and internal regulations and policies.

Oversee the monitoring and assessment of 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.

Knowledge, Skills, and Abilities Required:

Expert knowledge of and/or experience furthering the mission and responsibilities of the ODNI, IC, and OIG.

Superior ability to lead an inspection team, develop inspection plans, conduct highly complex inspection projects, and write reports to substantiate findings.

Superior ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.

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

Superior ability to examine information, identify problems, uncover root causes, and develop findings

Superior interpersonal and negotiation skills, including superior ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.

Superior oral and written communication skills and superior ability to plan, develop, and produce clear and logical reports.

*****HOW TO APPLY*** (PERMANENT-INTERNAL APPLICANTS)**

Permanent-Internal: Only those who are currently cadre ODNI employees are eligible to apply. Permanent-internal status does NOT include Staff Reserve employees.

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. NOTE – OUR EMAIL ADDRESS HAS CHANGED -- Applications should be sent to either DNI-MSD-HR-RR (lotus notes; classified system) or recruitment@dni.gov (unclassified). 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.

To verify receipt of your application package ONLY; you may call (703) 275-3663.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received; applicants will ONLY be

contacted if they have been selected for an interview.

*****HOW TO APPLY*** (DETAILEE APPLICANTS)**

DETAILEE: A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received; applicants will **ONLY** be contacted if they have been selected for an interview.

12/18/2012

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