



**Central Intelligence Agency
Office of Inspector General**

Division Chief/Audit Staff

Grade: Senior Intelligence Service (SIS) or Senior Executive Service (SES) equivalent

Additional Grades Accepted: GS-15

Location: Washington Metro Area

Vacancy Close Date: 23 October 2012

Security Clearance Required: Top Secret//SCI

Polygraph Level Required: Full Scope

Duty Descriptions Overview:

The Office of the Inspector General (OIG) Audit Staff is seeking highly motivated, knowledgeable, and experienced candidates to fill multiple senior-level vacancies among the staff's division chiefs. The incumbents in these positions are responsible for planning and guiding performance audits involving project management, procurement activities, logistics and supply functions, and program effectiveness. The audits make recommendations intended to promote efficiency, effectiveness, lawful operation, and accountability in the administration of CIA activities. Audits are conducted in accordance with generally accepted government auditing standards.

Responsibilities include:

- Developing an annual plan of audits.
- Assigning division personnel in a manner that ensures audit teams include appropriate skills and individual auditors have the opportunities to develop their professional skills and broaden their experience.
- Providing expert advice and guidance to audit teams and ensuring that audits are conducted in accordance with Government Auditing Standards.
- Providing high quality audit reports that include actionable recommendations.
- Overseeing training and career development for division auditors.
- Utilizing metrics to measure and enhance division performance and hold managers accountable for the quality and timeliness of audit reports.

- Developing and maintaining collaborative relationships with CIA stakeholders as well as officials from other government agencies.
- Supporting the Assistant Inspector General for Audit as a member of the Audit Staff's senior management team.

Minimum Requirements: The successful candidate will be an SIS/SES or a strong GS-15 officer who meets the following qualifications:

- Knowledge of Government Auditing Standards and their application.
- Strong record of professional performance at the SIS or GS 15 level.
- Excellent written and oral communications skills.
- Demonstrated leadership ability and skill in developing and motivating employees.
- Excellent analytic skills.
- Strong interpersonal skills and demonstrated ability to interact effectively with senior officials.
- Ability to manage multiple tasks and establish priorities.
- Ability to operate with objectivity and independence.
- Demonstrated ability to lead change.
- Demonstrated ability producing high-quality results by applying technical knowledge.
- Impeccable integrity and excellent judgment.
- Well-developed management skills, including dedication to development of personnel.
- Experience in and knowledge of government contracting and other procurement-related activities, the Federal Acquisition Regulation, project management, property accountability and controls, and facilities management.

Desired:

- Professional certification, such as Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner, or advanced college degree.
- Demonstrated success in leading and managing inspector general audits.
- Experience in designing, implementing, and assessing accounting and other internal control processes and procedures.

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.

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.