



Vacancy Information

Announcement Number: CNS-14-030

Position Title: Deputy Inspector General

Open Period: March 21, 2014-March 28, 2014

Pay Plan, Series, and Band: NX -0301-02

Annual Salary: \$162,500 – \$167, 000 per Annum

Office and Duty Location: Office of the Inspector General, Washington, DC

Announcement is Open to: Current, Permanent (or status) Corporation Employees Only

Relocation: Relocation expenses will not be paid.

Position Information: Full-time, General Appointment

Duties and Responsibilities:

The incumbent manages the Office of Inspector General (OIG) operations and is actively involved in the establishment of strategic plans, policy, and procedures. The Deputy Inspector General reports directly to the Inspector General and supervises the Assistant Inspectors General for Audit, Investigations, and Support.

Ensures that all OIG activities are carried out in accordance with Government Auditing Standards, policies of the Council of the Inspectors General on Integrity and Efficiency (CIGIE), and any other applicable mandates to comply with the Inspector General Act of 1978.

Manages the preparation and transmittal of OIG semiannual reports to the Chief Executive Officer of the Corporation and Congress as required by the Inspector General Act, as well as other reports to OMB, Congressional Committees, and CIGIE.

QUALIFICATION REQUIREMENTS

As a basic requirement, your resume must clearly demonstrate progressively responsible leadership experience that validates executive level managerial capabilities in a job or combination of functions related to this position. Typically, experience of this nature will have been gained at, or above, the NX-01 pay band at the Corporation. In addition, you should have experience managing programs related to detecting fraud, waste and abuse of agency programs and resources.

The application process used to recruit for this position is RESUME ONLY. DO NOT address the Technical Qualifications (TQs) and Executive Core Qualifications (ECQs) separately.

Your resume should emphasize your level of responsibilities, the scope and complexity of the programs managed, and your program accomplishments, including the results of your actions.

To meet the minimum qualification requirement for this position, you must show in your resume that you possess the five ECQ's and the TQ's listed below.

A sample 5-page resume that incorporates ECQ's and TQ's can be viewed on this link: http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf .

Mandatory Technical Qualifications (TQ):

1. Expert knowledge in planning, conducting, managing and supervising complex audits, investigations and/or other reviews dealing with Corporation programs and operations.
2. Demonstrated management experience, including developing and managing programs; identifying required resources; communicating roles and responsibilities; establishing and coordinating teamwork; and establishing an effective management structure.

Executive Core Qualifications (ECQ's):

ECQ1-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.

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.

ECQ3-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.

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

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, foreign governments, or international organizations to achieve common goals.

Additional information on the Executive Core Qualifications is available at <http://www.opm.gov/ses/recruitment/qualify.asp> .

BASIS OF RATING

We will review your application to ensure you meet the basic job requirements. If you meet the basic requirements, your resume may be evaluated by a panel on the quality and extent of your total accomplishments, experience, and education. Highly qualified candidates may undergo an interview and a reference check.

REQUIRED DOCUMENTS

Resume showing relevant experience and addressing the ECQs and TQs (cover letter optional).

HOW TO APPLY

Please email your application and supporting documentation to BDavis@CNS.GOV or fax it to (202) 606-3466. Your completed application must be submitted to the above email address or fax number by 11:59 PM on the closing date of this announcement. Incomplete applications will not be considered. You will be notified of the final outcome by email.

AFFIRMATIVE RECRUITMENT

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT

As part of your application package, the Corporation for National and Community Service (Corporation) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. The Corporation may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with the Corporation.