

Deputy Assistant Inspector General for Audits & Inspections AD-301-00 Job Announcement

Deputy Assistant Inspector General for Audits & Inspections – Kabul,
Afghanistan

(\$123,758 - \$155,500)

INTRODUCTION:

The Special Inspector General for Afghanistan Reconstruction (SIGAR), Deputy Assistant Inspector General for Audits and Inspections (Deputy AIG-A&I) position is primarily located in the Kabul, Afghanistan Office and reports directly to the SIGAR Assistant Inspector General for Audits and Inspections (AIG-A&I). The AIG-A&I is responsible for the execution of matters concerning the SIGAR audit and inspection mission and the Deputy AIG-A&I serves as a principal advisor and assistant to the AIG-A&I for the overall planning, reporting, liaison, organizational and resource management for the Kabul audit and inspection operations. The Deputy AIG-A&I responsibilities include assisting in the development of audit/inspection plans and policy objectives; determining audit/inspection project schedules and workload requirements; monitoring the progress and results of audit/inspection projects; disseminating audit/inspection products to stakeholders and other interested parties; and identifying opportunities for improving the effectiveness of Audit/Inspection operations. The Deputy AIG-A&I has responsibility for performing quality assurance to ensure that audit/inspection products are properly presented and maintained, reflect SIGAR management decisions, and are compliant with federal and SIGAR standards, policies and procedures, including Generally Accepted Government Auditing Standards.

MAJOR DUTIES:

The Deputy AIG-A&I serves as an assistant to the AIG-A&I for audit/inspection matters concerning the comprehensive SIGAR audit/inspection mission. Pursuant to statutory and SIGAR leadership guidance, the Deputy AIG-A&I will assist in the initiation, conduct, and supervision of auditing/inspection activities of the SIGA. The Deputy AIG-A&I is responsible for the overall planning, development, execution, management, and completion of Audit/Inspection Directorate projects and products. This includes coordination and consultation with the AIG-A&I in identifying, prioritizing, and staffing audit and inspection projects. The Deputy AIG-A&I ensures the formulation and currency of the audit and inspection plans and schedules. The Deputy AIG-A&I has primary responsibility for reviewing and approving all audit/inspection products prior to submission to the Principal Deputy AIG-A&I; addressing comments from SIGAR leadership; ensuring responses from management officials of the audited entities are addressed; and issuing final reports to Congressional and other federal government officials in a timely manner.

The Deputy AIG-A&I will provide oversight and feedback regarding the performance of senior level auditors and inspectors in their management and supervision of audits/inspections that are initiated by SIGAR or are requested by Congress or representatives of other federal agencies, as appropriate. The Deputy AIG-A&I also represents SIGAR in coordination, facilitation and

discussions with Congressional and other federal agency officials relating to proposed, ongoing and completed audits. The Deputy AIG-A&I will participate in audit/inspection design commitments and report message agreement conferences for audits/inspections conducted by SIGAR staff, and make recommendations to the AIG-A&I on go/no-go decisions for continuation, modification, or termination of audit/inspection projects.

The Deputy AIG-A&I will lead the development, maintenance, and implementation of adequate policies and procedures to ensure compliance with Government Auditing Standards throughout all phases of an audit. The Deputy AIG-A&I will provide feedback to the senior level auditors relating to their management of activities related to the supervision and professional development of SIGAR audit staff. The Deputy AIG-A&I serves as the principal quality assurance official for all audit products to ensure compliance with Government Auditing Standards and internal operating policies and procedures, and to determine sufficiency for issuance. The Deputy AIG-A&I will report to the AIG-A&I on DAIG-A&I, team, and individual work accomplishments, progress, and problems in mastering tasks, work processes, and individual/team training needs. The Deputy AIG-A&I will support a management culture that provides for period performance appraisal reviews of all audit staff and managers; empowers employees to excel in their positions; improves the quality of life at the work place; provides fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disability; and ensures proper regard for employees privacy and constitutional rights.

The Deputy AIG-A&I will assist the AIG in their responsibility for the management of the overall SIGAR audit planning process including the development of the annual SIGAR audit plan. The Deputy AIG-A&I will develop and maintain positive, responsive relationships with SIGAR leadership and forge liaisons in matters that facilitate the effective coordination of audit/inspection planning with SIGAR, Government Accountability Office (GAO), President's Council on Integrity and Efficiency (PCIE), Office of Management and Budget (OMB), Governmental OIGs, and other audit/inspection and internal review groups.

The incumbent will also manage and collaborate the development and implementation of audit/inspection policy guidance in the Audit/inspection Directorate; ensure that audit policy guidance effectively implements the Government Auditing Standards established by the Comptroller General of the United States; ensure policy guidance is in accordance with the objectives and concepts of operation established by the SIGAR; develop recommendations for the AIG-A&I on major operational or administrative issues requiring policy decisions; and implement internal and external quality assurance and integrity reviews of audit/inspections and operations in accordance with the responsibilities of the AIG-A&I. The Deputy AIG-A&I is responsible for ensuring that management oversight of the planning, performance and reporting of internal quality assurance and integrity reviews is performed at all levels in the Audit/inspection Directorate as well as the oversight of the directorate's information resources management requirements and operations.

The Deputy AIG-A&I also makes recommendations to the AIG-A&I in the appointment, promotion, and reassignment of personnel within Audit/inspection and provides direction to DAIG-A&Is, senior audit/inspection managers, audit and project managers, auditors/inspectors, and other audit/inspection operations support personnel in the Audit/inspection Directorate. The Deputy AIG-A&I also screens, interviews, and recommends applicants for positions with the Audit/inspection Directorate, addresses employee concerns, and supports appropriate training opportunities.

The Deputy AIG-A&I will assist the AIG-A&I in anticipating information needs of external parties and facilitates making this information readily available. The Deputy AIG-A&I has direct oversight and management of contract auditors, utilizing contracting representatives where appropriate, to ensure the value of the outcomes and results of contract audit support. The Deputy AIG-A&I will also ensure that any audit and/or analysis performed by the contract auditors conform to the Government Audit Standards and that the work is coordinated among all relevant parties.

The Deputy AIG-A&I conducts, manages, and or participates in the analysis and preparation of issue papers and studies on technical auditing and operating issues as assigned by the AIG-A&I. The analyses frequently have direct impact on Government-wide methodologies, procedures, operating issues, and/or auditing standards and processes.

Performs other duties as assigned.

Knowledge Requirements:

A professional knowledge of federal government accounting and/or auditing practices, with a particular emphasis on performance auditing, is necessary to conduct very broad audit assignments requiring an integrated analysis of a number of different operational programs, functions or accounting systems.

Demonstrated mastery of Generally Accepted Government Auditing Standards (GAGAS) and audit/inspection policies established by SIGAR.

Expert knowledge and skill in the management of complex audits/inspections throughout all audit/inspection and reporting phases.

At least 7 years of experience conducting and supervising performance audits and/or inspections of U.S. government-funded programs.

Expert knowledge and skill to plan and coordinate multiple audits/inspections of U.S. government organizations responsible for Afghanistan relief and reconstruction programs, including reviews of related missions, functions, and systems, by analyzing the audit/inspection objectives and scope to ensure that the activities of the SIGAR Audit/Inspection Directorate complements the work of other Department of State (DOS), Department of Defense (DOD), or other Federal audit, inspections and oversight organizations.

Thorough knowledge and skill to develop a comprehensive program of instructions covering broad audit areas, such as performance, contract and financial audits.

Demonstrated ability to adequately supervise and direct audit staff in the conduct of an audit.

In-depth familiarity with the U.S. reconstruction effort in Afghanistan.

Expertise in planning, directing, performing, and reporting on follow up efforts to track the status of implementation of audit/inspection recommendations made in GAO, SIGAR, and other organizations' audit reports.

Expert understanding of the interrelationship of the SIGAR audit/inspection and investigation directorates and their relationship with the U.S. Government Accountability Office, Council of Inspectors General on Integrity and Efficiency (CIGIE) and organizations to ensure that the SIGAR audit and inspection program is efficiently planned and executed; avoids overlap and duplication; complements the work of other federal audit, inspections, and oversight organizations; and supports the requirements of the Department of State and the Department of Defense when requested and deemed appropriate by the IG.

Expert knowledge and skill to interpret and apply broad professional standards which assure a scope and quality of audit and inspection work that is meaningful and accepted by a wide-range of users; and ability to participate in the modification of existing standards or the development of new standards.

Thorough knowledge and skill to apply innovative approaches, advanced techniques and experience/judgment to a variety of complex technical and system problems and to identify emerging problems.

Thorough knowledge of and skills to develop instructions for implementing broad policies for the use by contractors, auditors, evaluators, analysts, and technical experts covering both operational and administrative matters.

Key Requirements:

Candidates for this position:

- may be considered essential to the overall support of the SIGAR mission. If considered emergency essential, failure to meet emergency essential requirements may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).
- may be required to submit an Executive Branch Confidential Financial Disclosure Report.
- must complete a Form SF 312, Classified Information Nondisclosure Agreement.
- must be eligible for and be able to maintain a Top Secret clearance.

This position is based in Kabul, Afghanistan. As such, deployment to Kabul, Afghanistan is required. Work is performed in an office environment at the U.S. Embassy in Kabul, Afghanistan. May require extended hours to include the performance of duties during the weekends. Will require travel throughout Afghanistan. In support of this travel, the Deputy AIG-Audit/Inspections will be required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.

Reemployment of Annuitants:

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

**Applicants should send a resume, cover letter, and writing sample by electronic transmission, to sigar.pentagon.m-s.mbx.jobs@mail.mil or fax 703-602-8753
Attention: Human Resources- Deputy AIG – Audit Announcement.**