

Director, Departmental GAO/IG Liaison Office

Duties

As the Director of this position you will be expected to provide broad ranging advice and guidance to Department of Homeland Security Headquarters and to participate with component leadership in the resolution of disputed, questionable, or novel issues across the breadth of the entire department.

The Director of the Departmental GAO/OIG Liaison Office implements and applies the policies, procedures, decisions, and practices prescribed by the Secretary and senior DHS leadership to the operations of the Department by working with management officials at DHS Headquarters or within the operating elements, and senior management within the DHS and other federal departments' Office of Inspector General and the Government Accountability Offices.

You will be assigned cross-cutting projects by the Secretary, Deputy Secretary, Under Secretary for Management, and Chief Financial Officer, often requiring the ability to coordinate and collaborate with officials in diverse operational areas. Specific duties and responsibilities include some of the following: Serves as a key advisor to top level DHS officials and is the focal point for all internal and external audits of DHS programs, operations and activities; Develops and ensures compliance with agency-wide policies, regulations and legislation concerning operational audits and reviews; Provides advice and assistance to the CFO concerning program plans and priorities; Coordinates and develops a wide variety of technical reports on various operational elements and programs within the Department; Provides assistance in developing audit liaison strategies well in advance of specific audits and serves as senior audit liaison officer on behalf of the Department; Prepares or assists in the preparation of responses to inquiries from the Government Accountability Office and the Office of the Inspector General regarding the full range of program and operational issues impacting DHS; Participates, or exercises delegated authority, in representing the Secretary, Deputy Secretary, Under Secretary for Management, and Chief Financial Officer in negotiating, developing, or resolving issues with Components, the Office of Management and Budget, Congress (including the Government Accountability Office), the Office of the Inspector General, other government agencies.

HOW YOU WILL BE EVALUATED:

Applicants must provide detailed evidence of possession of each of the Technical and Executive Core Qualifications listed below in a supplemental statement to assist reviewing officials in determining the best qualified candidates to be referred to the selecting official. Qualification and experience determinations will be based only on the information you submit. **FAILURE TO MEET OR ADDRESS ANY ONE OF THE MANDATORY TECHNICAL OR EXECUTIVE CORE QUALIFICATION STANDARDS WILL ELIMINATE A CANDIDATE FROM FURTHER CONSIDERATION.**

Please provide a narrative, not to exceed three (3) pages for each Technical Qualification (TQ) below and no more than (2) pages for each Executive Core Qualifications (ECQ).

TQ-1: Demonstrated executive-level experience in coordinating multi-component GAO/OIG reviews for large, diverse organizations, including substantial experience in coordinating audit efforts.

TQ-2: Demonstrated experience in implementing major government-wide initiatives such as the Federal Managers' Financial Integrity Act, including OMB Circular Number A-50, Audit Follow-up and OMB

Circular #A-123, Management's Responsibility for Internal Control; and experience involving development, monitoring, and reporting on the status of audit engagements, recommendations, and corrective actions.

You will be evaluated on the following Executive Core Qualifications:

ECQ 1 - 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.

Leadership Competencies:

1. **Creativity and Innovation**
Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
2. **External Awareness**
Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
3. **Flexibility**
Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
4. **Resilience**
Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
5. **Strategic Thinking**
Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
6. **Vision**
Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

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.

Leadership Competencies:

1. **Conflict Management**
Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.

2. **Leveraging Diversity**
Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
3. **Developing Others (New)**
Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. **Team Building**
Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

ECQ 3 - 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.

Leadership Competencies:

1. **Accountability**
Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
2. **Customer Service**
Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
3. **Decisiveness**
Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
4. **Entrepreneurship**
Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
5. **Problem Solving**
Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
6. **Technical Credibility**
Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

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

Leadership Competencies:

1. **Financial Management**
Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
2. **Human Capital Management**
Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
3. **Technology Management**
Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

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.

Leadership Competencies:

1. **Partnering**
Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
2. **Political Savvy**
Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
3. **Influencing/Negotiating**
Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

Fundamental Competencies These competencies are the foundation for success in each of the Executive Core Qualifications.

Competencies:

1. **Interpersonal Skills**
Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
2. **Oral Communication**
Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
3. **Integrity/Honesty**
Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

4. **Written Communication**
Writes in a clear, concise, organized, and convincing manner for the intended audience.
5. **Continual Learning**
Assesses and recognizes own strengths and weaknesses; pursues self-development.
6. **Public Service Motivation**
Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.