



Job Title: **Auditor**  
Agency: **U.S. Agency for International Development**  
Job Announcement Number: **OIG-14-09PG**

**SALARY RANGE:** \$89,924.00 to \$116,901.00 / Per Year  
**OPEN PERIOD:** Thursday, July 3, 2014 to Thursday, July 17, 2014  
**SERIES & GRADE:** GS-0511-13  
**POSITION INFORMATION:** Full-time appointment - Permanent  
**PROMOTION POTENTIAL:** 13  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
District of Columbia, DC  
**WHO MAY APPLY:** All current or former employees with competitive/reinstatement eligibility, Interagency Career Transition Program/Career Transition Program (ICTAP/CTAP) eligibles within the local commuting area, Veterans Employment Opportunity Act (VEOA) eligibles, and Persons eligible under Special Hiring Authority.  
**SECURITY CLEARANCE:** Top Secret  
**SUPERVISORY STATUS:** No  
**JOB SUMMARY:**  
[About the Agency](#)

USAID headquarters is centrally located in downtown Washington, DC, at the prestigious Ronald Reagan Building and International Trade Center on 14<sup>th</sup> and Pennsylvania Avenue, N.W. We are located right on the Federal Triangle Metro (Blue and Orange Lines). The office is within walking distance of restaurants, shops, Smithsonian Institution museums and Washington Monument.

The Office of Inspector General (OIG) is responsible for preventing and detecting fraud, waste, abuse, and violations of law, and for promoting economy, efficiency, and effectiveness of USAID programs. OIG is responsible for auditing and investigating USAID, Millennium Challenge Corporation (MCC), the Inter-American Foundation (IAF), and the United States African Development Foundation (USADF). OIG is organized into three operational units: Audit, Investigations, and Management. OIG maintains overseas offices in Cairo, Egypt; Dakar, Senegal; Manila, Philippines; Pretoria, South Africa; San Salvador, El Salvador; Islamabad, Pakistan; Kabul, Afghanistan; Tel Aviv, Israel; Port-au-Prince, Haiti; and Frankfurt, Germany.

#### TRAVEL REQUIRED

- Occasional Travel
- US and overseas travel

#### RELOCATION AUTHORIZED

- No

#### KEY REQUIREMENTS

- U.S. Citizen
- Must be able to obtain and maintain a Secret security clearance
- Relocation expenses WILL NOT be paid
- Designated and/or random drug test required

- Males born after 12/31/1959, must be registered with the Selective Service
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#### DUTIES:

The incumbent in this position will conduct audits and examinations of headquarter and mission information technology and systems and programs to determine compliance with applicable legislation, regulations, policies, and procedures. Determines effectiveness of programs and operations, achievement of program objectives to prevent the occurrence of waste, fraud, and abuse in USAID, MCC, IAF and USADF programs and operations. Conducts audits in compliance with professional audit standards and Inspector General audit policies and procedures.

Following a determination on the effectiveness and efficiency of an Agency's management of information technology and systems programs and operations, the incumbent formulates conclusions and prepares written reports or segments thereof containing recommendations for corrective actions required on the part of agency program officials.

Performs quality reviews of audit reports, surveys, and special studies conducted by IG audit staff. Reports findings of reviews and recommends further corrective actions, including changes in Agency policies and procedures as required. Briefs Audit Manager on progress of audits. Identifies significant audit areas which require decisions and presents recommendations and options on directions audits should take, including expansion or curtailment of initial audit efforts. Performs follow-up audits and reviews, and monitors progress of audit recommendations and other reports prepared by the Office of Audit or other Federal agencies.

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#### QUALIFICATIONS REQUIRED:

##### BASIC REQUIREMENTS

A. Applicants must show successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester/36 quarter hours in accounting. The 24 semester/36 quarter hours may include up to 6 semester/9 quarter hours of credit in business law. (The term "accounting" means "accounting and/or auditing". Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor".)

OR

B. Combination of education and experience--at least four (4) years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include ONE of the following:

--24 semester/36 quarter hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 semester/9 quarter hours of business law;

--A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or

--Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester/22 quarter hours, but that does not fully satisfy the 24-semester-hour/36-quarter-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the four-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester/36 quarter hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

In addition to meeting the basic entry qualification requirements, applicants must have had one (1) year of specialized experience equivalent to at least GS-12 in the Federal Service. Specialized experience is defined as: (1) Skill in developing and modifying methods and techniques to resolve a variety of Agency auditing problems; (2) Skill in planning and developing audits and in interpreting their findings; and (3) Knowledge and skill in analyzing a wide range of audit techniques, statistical analyses and questionnaires to structure data and surface significant findings.

Specialized experience and knowledge can also be demonstrated by candidates holding professional certifications in the auditing and information technology field that require a work experience and continuing education requirement, such as the Certified Information Systems Auditor (CISA) and Certified Information System Security Professional (CISSP) among others.

Time-in-grade requirements must be met by the closing date. This means that you must have served at least 52 weeks at the next grade level (or equivalent) below the grade advertised on this vacancy.

**FOREIGN DEGREE EQUIVALENCY EVALUATIONS:** If you are applying and using education completed in foreign colleges or universities, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program. For more information on determining foreign degree equivalency, click on the following link: <http://www.naces.org/aboutnaces.htm>

#### HOW YOU WILL BE EVALUATED:

- We use a multi-step process to evaluate and refer applicants: Qualified applicants receive a score of 70 to 100. You will be rated on your qualifications for this position as evidenced by the education, experience, and training you report on relative to this positions that show the degree to which you possess the competencies listed on this vacancy announcement. Paid or unpaid experience will be considered. USAID must be able to conduct reference checks as part of its assessment process. Applicants who do not permit reference checks from previous employers may be disqualified.

Note: Your answers to the assessment questions, that attest to your work experience, must be supported in your resume.

Applicants who meet the basic qualification and eligibility requirements for the position(s) to be filled will be placed into one of three quality categories as defined in the following:

Gold: Applicants who demonstrate significant proficiency, experience, and training in all or most of the competencies for the position will be placed in the Highly Qualified/ Gold category.

Silver: Applicants who demonstrate proficiency, experience, and training in all or most of the competencies for the position will be placed in the Well Qualified/Silver category.

Bronze: Applicants who meet the minimum qualifications required for the position, but demonstrate less proficiency, experience, and training as described in the higher quality categories, will be placed in the Qualified/Bronze category.

For Competitive Merit Promotion and Veterans Employment Opportunities Act (VEOA) Applicants: The highest rated candidates will be referred to the hiring agency.

For Noncompetitive Applicants: All qualified candidates will be referred to the hiring agency.

The assessment questionnaire is designed to measure the following competencies that are required for the position:

- Auditing
- Oral Communication

- Planning and Evaluating
- Written Communication

To preview questions please [click here](#).

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#### BENEFITS:

You can review our benefits at: <https://careerconnector.jobs.treas.gov/cc/usaaid/vacancy/preview!benefits.hms?orgId=664&jnum=109229>

#### OTHER INFORMATION:

IMPORTANT: If you are found to have rated your self assessment higher than the information in your on-line application, supporting documentation narratives, and/or other relevant part of your application package; including attachments, a score will be manually determined that reflects your documented experience. This may result in a lowered score and may also eliminate you from the best qualified list.

The U.S. Agency for International Development is a participant of E-Verify. E-Verify provides an automated link to Federal databases to help employers determine employment eligibility of new hires and the validity of the social security numbers.

Please note that travel and relocation expenses will not be paid.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

TESTING DESIGNATED POSITIONS: These are Testing Designated Positions (TDPs) under the Agency's approved Drug-Free Work Place Program. All applicants selected for this position will be subject to random drug testing once they begin working for the Agency.

SELECTIVE SERVICE: The Defense Authorization Act of 1986 requires that all male applicants born after 12/31/59 who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment to this position. For further information concerning Selective Service requirements, please visit <http://www.sss.gov/>.

Interagency Career Transition Program/Career Transition Program (ICTAP/CTAP): This program applies to Federal workers whose positions have been deemed 'surplus' or no longer needed, or an employee has been involuntarily separated from a Federal service position within the competitive service. For information on how to apply and what documents to submit as an ICTAP or CTAP eligible, go to: [http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp](http://www.opm.gov/rif/employee_guides/career_transition.asp). ICTAP/CTAP candidates must be rated well-qualified for the position to receive consideration for special priority.

Interchange Agreement with Other Merit Systems: An agency may noncompetitively appoint an employee covered by an interchange agreement to a career or career-conditional appointment subject to the conditions listed below. For more information to determine if you meet this criteria, please go to: [http://www.opm.gov/hr\\_practioners/lawsregulations/appointingauthorities/index.asp#InterchangeAgreements](http://www.opm.gov/hr_practioners/lawsregulations/appointingauthorities/index.asp#InterchangeAgreements)

To be eligible for a VEOA appointment, your latest discharge must be issued under honorable conditions (this means an honorable or general discharge), AND you must be either: (1) a preference eligible (defined in title 5 U.S.C. 2108(3)), OR (2) a veteran who substantially completed 3 or more years of active service. Points are not adjudicated and preference is not applied under this type of appointment.

[EEO Policy Statement](#)

[Reasonable Accommodation](#)

[Telework](#)

[People with Disabilities](#)

OIG prohibits discrimination in the workplace on the basis of race, ethnicity, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, sexual orientation, genetic information, or any other non-merit-based factor.

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**HOW TO APPLY:**

Applications for this position are being processed through this on-line applicant assessment system that has been specifically configured for US Agency for International Development applicants. To begin the application process, please click on the "Apply Online" button to the right. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, membership in an employee organization, or any other non-merit factors. USAID provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process. The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 4:30 p.m., Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

Please note that all required documents must be received by the closing date, via online or alternative method, and that we will determine your eligibility and qualifications based solely on the material received by the closing date.

**Step 1 - Create or Upload a resume with USAJOBS (www.usajobs.gov) -** We suggest you go to the end of the Qualifications & Evaluation section of the job announcement to preview the online questions that you will answer in Step 3. You may need to customize your resume to ensure that it supports your responses to these questions. - You may create a resume in USAJOBS or upload one of your own choosing. Although you must enter your Social Security Number (SSN) for USAJOBS, we will only see the last four digits for identification purposes.

**Step 2 - Apply Online** Click the "Apply Online" link of this announcement and then select the resume you wish to submit with your application. You will be redirected to the USAID's CareerConnector website to complete the application process.

**Step 3 - Answer the Online Questions and Submit Your Online Application** If this is your first time on USAID's CareerConnector website, you will be prompted to register by answering questions related to your eligibility for Federal employment. The system will save these responses and take you back to the main screen so that you can answer the job-specific questions. Select "Take me to the assessment" and click on the "Continue" button to answer the job-specific questions. You must answer all the questions and click the "Finished" button.

**Step 4 - Review and Confirm Your Submission** You will now have the option to upload a document or print fax cover-sheets for your required documents (see step 5 for details). Once you click "Done," you will see a summary of your application for your review. You may also print a copy for your records. When you click "Finished" at the bottom of the page, you will then be directed back to USAJOBS where you can confirm that your application has been submitted and track your application status.

**Step 5 - Submit Required Documents** You can submit any required documents (discussed below) by document upload or fax. Whichever method you choose, please include the job announcement number with your documents. To protect your privacy, we encourage you to remove your SSN from any documents that you submit.

**Document Upload:** You may upload supporting documents in one of two ways:

1. Once you finish answering the questions in the job announcement, you will be prompted to upload your document(s) to your application. You will be given the choice to either upload the document as part of the application process or you can select a document that you've already loaded on USAJOBS. OR
2. You can upload a document to an existing application by logging into your USAJOBS account profile. Click on "My Applications" and search for the vacancy. Once you have located the vacancy, click on the vacancy and select "Apply Online." Move through your existing application to the Documents page and select Upload in order to add a document to your application. Be certain to review your complete application for confirmation that the document uploaded.

In the Application Review section, you may verify acceptance of your documents in CareerConnector if you see them listed on the "Vacancy Documents" screen. Then, click on "Finished" to be returned to USAJOBS.

**Fax:** Create a fax cover-sheet in CareerConnector by following the "Faxing Supporting Documentation" instructions. The fax number will be on the coversheet.

If you are having difficulty with the Career Connector system and need technical assistance please e-mail the help desk at [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov). The help desk is available to assist you during the hours of 8:00 am – 4:30 pm EST.

**REQUIRED DOCUMENTS:**

- Resume showing relevant experience.
- Most recent copy of your SF-50 (Notification of Personnel Action); your document must reflect grade, step, tenure code "1", and type of position occupied. You can find this information in blocks 24 and 34 of your SF-50.

- Veterans' documentation, if requesting consideration under any veterans' hiring eligibilities such as VRA, preference point entitlement (e.g, DD214, SF-15, and Veteran's Administration Letter). For a detailed list of documents, [click here](#).
- Supporting documentation if seeking eligibility based any other special hiring authority (e.g., disabled veteran, Schedule A) For a detailed list of documents, [click here](#).
- Proof of government service documenting that you have met the time-in-grade requirements.
- You must submit transcripts (official or unofficial) to verify the Basic Requirements are met. Failure to submit transcripts may result in an ineligible rating.

#### AGENCY CONTACT INFO:

Amanda Gailor  
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Agency Information:  
United States Agency for  
International Development  
1300 Pennsylvania Avenue NW  
Washington, DC  
20523  
US  
Fax: 202-216-3392

#### WHAT TO EXPECT NEXT:

Applicants are evaluated using an automated applicant assessment system. After determining basic eligibility and qualifications, the supplemental questionnaire will be used to identify the best qualified applicants to be referred to the hiring manager for consideration and possible interviews. After making a tentative job offer, we will conduct a suitability/security background investigation. A final job offer is contingent upon a favorable suitability determination and a favorable SECRET level security clearance investigation and determination.

You may check the status of your application for this position at any time by logging onto the USAJOBS "My Account" tab and clicking on "Application Status." You will receive final notification via email when this vacancy has been filled.