



COUNCIL OF THE INSPECTORS GENERAL ON INTEGRITY AND EFFICIENCY

CIGIE TRAINING INSTITUTE

DETAIL OPPORTUNITY

The Audit, Inspection and Evaluation (AI&E) team is seeking an individual from a CIGIE membership organization for a fully reimbursable detail for up to three years.

Duties:

Develop, produce, and facilitate virtual and in-class learning programs using web-based technology. The incumbent will lead special projects, support the CIGIE community and manage daily operations, such as, responding to customer inquiries. This position includes travel to various locations for in-class programs.

Requirements:

- GS09 – GS12 or equivalent
- Preferred location: Washington, DC area, but can be outside of the metro area.
- Critical thinking skills
- Customer service and communication skills
- Time management and organizational skills
- Knowledge of Videoconferencing (Zoom) and Office 365 (Excel, Word, PowerPoint, SharePoint, Team Channel Management)
- Experience with Smartsheet and GovDelivery a plus!

How to Apply:

Applicants must submit the following using [THIS](#) form by May 26th:

1. Resume
2. Narrative explaining qualifications (Maximum 500 words)
3. Approval from Inspector General (Email or Memo)

CIGIE will reimburse the selected agency for up to three years, capped at \$113,362 a year. CIGIE has the right to terminate the agreement with a 30-day notification to the agency. Candidates must provide all required information by the deadline. Once a candidate is selected, CIGIE and OIG will complete an interagency agreement (IAA) annually. The IAA must be in place before the candidate can onboard.

Please contact Amanda Freeman (Amanda.freeman@cigie.gov) with any questions.