

Audit Director – Contracting & Supply Management Directorate

Arlington, VA; Bethesda, MD; or Carol Stream, IL

Vacancy Number

IN-25-13A-JD

Overview

Open & Closing Dates

Friday, April 25, 2025 to Thursday, May 8, 2025

Salary

\$163,749.00 to \$195,200.00 Per Year;

Locations

Arlington, VA, Bethesda, MD, or Carol Stream, IL

Telework Eligible

Yes - as determined by the agency policy.

Relocation Expenses Reimbursed

No

Work Schedule

Full-Time

Promotion Potential

N/A

Supervisory Status

Yes

Drug Test

Yes

Application Count

75

Pay Scale & Grade

GG-15

Remote Job

No

Travel Required

25% or Less - You may be expected to travel for this position.

Appointment Type

Permanent

Service

Excepted

Job Family (Series)

0511 - Auditing

Security Clearance

Moderate Background Investigation (MBI)

Financial Disclosure

Yes

This Job Is Open To (Eligibilities)

Hiring Paths

Internal to OIG, USPS, USPIA, and PRC Only. All others will be deemed ineligible on this announcement.

Hiring Paths Clarification

Internal Employees Only – Current Career United States Postal Service Office of Inspector General, United States Postal Service, United States Postal Inspection Service, and Postal Regulatory Commission will be considered or selected from this vacancy announcement.

Summary

Do you want to make an impact? The United States Postal Service Office of Inspector General (USPS OIG) is seeking a highly qualified applicant to fill our Audit Director position within the Office of Audit's Contracting & Supply Management Directorate.

This opportunity is located in:

- Arlington, VA
- Bethesda, MD or
- Carol Stream, IL

Bring your skills and voice to our team!

Position Duties & Responsibilities

Delivering more than 143 billion pieces of mail yearly to 159 million delivery points and operating 31,000 postal facilities, America's postal system is one of the government's most trusted entities. The United States Postal Service Office of Inspector General (USPS OIG), an independent agency within the Postal Service, employs about 900 auditors, investigators and professional support personnel stationed in more than 90 offices to meet the challenge of preserving this trust. The OIG plays a key role in maintaining the integrity and accountability of America's Postal Service, its revenue and assets, and its employees. For further information, please refer to our website at: <https://www.uspsoig.gov/about-us>.

Do you love to make an impact? The USPS OIG is seeking a highly qualified leader to fill an Audit Director position within our Office of Audit. The successful candidate will be responsible for managing and directing the activities of staff engaged in performing audits and reviews that drive efficiency in Postal programs and policies. Bring your skills and voice to our team!

About the Retail, Marketing and Supply Management group:

This position falls within the Retail, Marketing and Supply Management deputy area within the Office of Audit. The group performs audits and reviews examining the Postal Service's retail, sales, marketing, international products and services, infrastructure, contracting, supply management, facilities, and electric vehicle portfolios.

About the Contracting & Supply Management Directorate:

The Contracting & Supply Management directorate oversees major Postal Service contracting efforts to determine if costs are being effectively and efficiently controlled by current purchasing policies, initiatives, and practices. To that end, the directorate issues audit reports about contracting, purchasing, and supply management programs. The mission of Supply Management is to provide, innovative, efficient, and sustainable supply chain and material management solutions with our business partners, suppliers, and stakeholders in supporting the mission and business needs of the Postal Service.

To learn more, visit: [USPS Office of Inspector General | Office of Audit](#)

About the Position:

The Audit Director manages and directs the activities of staff engaged in performing audits and reviews that examine how the Postal Service's activities, organization, and policies relate to its strategic vision and mission. The focus areas include contracting and supply management. Please note that the duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The following description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

In addition, the employee has the ability to:

- Plan, organize, and conducts research on issues to conduct program evaluations and make recommendations.
- Plan and oversee complex audits, evaluations, reviews, surveys, or other analytical processes. Review and approve the purpose, scope, and audit approach of each project.

- Ensure projects meet professional standards in planning, execution, and issuance of reports and other products. Also ensure approved audit objectives are met, and that adequate practical coverage is achieved.
- Review and edit audit reports and discuss the report's findings with appropriate management personnel or stakeholders.
- Represent the OIG in meetings with high-level officials from the United States Postal Service, other agencies, vendors, and members of external organizations. Responsibilities include presenting results of assessments and studies (which may be complex or controversial), negotiating agreements, and influencing approval and implementation of agency-wide solutions and plans.
- Identify unique issues where no policy or criteria exists and explore innovative approaches for developing and ambiguous areas.
- Oversee data analysis, monetary impact calculations as necessary, and employs technology to drive process efficiency.
- Ensure staff meet their objectives and goals and provide coaching and feedback when necessary.
- Brings about a shared understanding of job objectives, roles, and report messages by facilitating job-related meetings and coaching others when necessary.
- Further the Equal Opportunity Program, including assuring equal opportunity for all subordinate employees in recruitment, selection, promotion, training, awards, assignments, discipline, and special program objectives.

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Compensation: The USPS OIG uses a Pay Banding system, which is equivalent to the Federal GS scale. Grade and salary determinations will be made based upon a candidate's education and professional experience.

This position is being advertised at the **Director Band** level, **equivalent to a GS-15**. The salary range for this position is \$125,133.00 - \$162,672.00. The salary figures do not include locality pay. For locality table specifics, visit: [OPM's General Schedule \(GS\)](#).

Position Requirements

Conditions Of Employment

- Must be a U.S. citizen.
- Must be able to pass a drug screening.
- Must be able to pass a background investigation.
- Must be able to obtain and maintain a Moderate Background Investigation (MBI) clearance.
- Must be able to obtain and maintain a government-issued credit card.
- May be required to successfully complete a 12-month probationary period.

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and the experience, education and training that indicate the applicant's ability to acquire the knowledge and skills needed to perform the duties of the position. Only those candidates who meet all qualification and eligibility requirements and who submit the required information by 11:59 PM EST on Thursday, May 8, 2025 will be considered.

Position Minimum Qualification Requirements

You must meet all the minimum qualifications listed below.

Please Note: Your resume must reflect where, when, and how you gained the below qualifications requirements and experience.

Professional Experience Requirement:

- At least five (5) years of full-time, professional performance/program auditing or evaluation experience that includes planning and conducting audits, evaluations, or inspections.
- At least two (2) years of full-time, professional experience as a manager or supervisor that includes managing lower-level staff.
- At least one (1) year (52 weeks) or more of full-time, specialized experience equivalent in responsibility and scope to the GS-14 level.

Auditor (0511) Education Requirement:

- Degree in auditing or in a related field (**please see below list for related field degree list**) such as business administration, finance, public administration, or accounting (must submit transcripts from an accredited college or university.)

OR

- A combination of education and experience - at least four (4) years of experience in Performance Auditing, or an equivalent combination of performance auditing experience, college-level education, and training that provided professional auditing knowledge. The applicant's background must also include one of the following:

- Certificate as a Certified Internal Auditor (CIA) or a Certified Public Accountant (CPA), obtained through written examination;

OR

- Completion of the requirements for a degree that included substantial course work in auditing or accounting, e.g., 15 semester hours (must submit transcripts from an accredited college or university.)

Additional Auditor (0511) Related and Accepted Degrees:

- Business Related, including but not limited to:
 - Auditing, Accounting, Business Administration, Economics, Finance, International Business, Management, Marketing, Organizational Behavior/Psychology, etc.
- Government Related, including but not limited to:
 - Criminal Justice, Political Science, Public Administration, Public Policy, Law, Public Relations/Communications, etc.
- Technically Related, including but not limited to:
 - Engineering, Cybersecurity, Human Resources, Information Technology, Journalism/Investigative Reporting, Logistics, Supply Chain Management, etc.

Desirable Qualifications

- CPA, CIA, CISA, CISSP, CFE, or related professional certification(s).
- Advanced degree in accounting, finance, economics, business, law, public administration, public policy, or a related field.
- Intellectual curiosity and experience in imagining strategic solutions to complex problems.
- Detail oriented and ability to meet tight deadlines.
- In-depth knowledge of Generally Accepted Government Auditing Standards.

Evaluation Factors

You must have the experience, knowledge, and skills as listed in EACH of the evaluation factors. Failure to demonstrate that you meet all the evaluation factor requirements as listed below will result in a score of zero (0); an ineligible status, and you will not be referred for further consideration. Include your major accomplishments relevant to the position requirements in your resume.

- Mastery of a professional knowledge of the theory, concepts, principles, and practices of financial and/or performance auditing sufficient to conduct difficult assignments involving interfaces and policies, and various issues.
- Comprehensive knowledge of relevant business areas and external industry factors to drive the strategic vision of the directorate.
- Experience in managing projects and teams that include conducting research, field work and data analysis, and summarizing findings and recommendations for complex strategic and operational issues facing the Postal Service or other audited agencies.
- Experience serving as a manager/supervisor establishing work plans and/or directly supervising a staff of subordinates.
- Quantitative skills for the purpose of determining systemic or procedural problems and developing findings and recommendations.
- Ability to communicate the results of findings, both orally and in writing, to internal and external stakeholders.

Education

Education must be accredited by an institution recognized by the U.S. Department of Education.

Applicants can verify accreditation here: www.ed.gov.

Special Instructions for Candidates with Foreign Education:

Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges and universities. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.

Benefits Information

Pay is only part of the compensation you will earn working for the USPS OIG.

As a result of the passage of the Postal Service Reform Act of 2022 (PSRA), USPS employees (including USPS OIG) and retirees will transition from the Federal Employees Health Benefits (FEHB) Program to the Postal Service Health Benefits (PSHB) Program effective January 1, 2025. Detailed information about eligibility and enrollment will be provided upon hiring.

For more information, visit the Postal Service Health Benefits (PSHB) Program website at [https://www.opm.gov/healthcare-insurance/pshb/ #url=Overview](https://www.opm.gov/healthcare-insurance/pshb/#url=Overview)

Health, Dental, Vision, Life and Long-Term Care Insurances and Flexible Spending options.

- For information, please visit <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>.

Retirement and Thrift Savings.

- For more information about these programs see [opm.gov/retirement-center](https://www.opm.gov/retirement-center) and [tsp.gov](https://www.tsp.gov).

Flexible Work Schedules.

- USPS OIG offers a range of family-friendly flexibilities including flexible work schedules and employee assistance programs.

Leave and Holidays:

- In addition to eleven (11) paid holidays each year, you will earn thirteen (13) days of paid sick leave and twenty-six (26) paid vacation days each year.

Fair Labor Standards Act (FLSA) Status: Exempt. (Nonexempt employees are entitled to overtime pay; Exempt employees are not).

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to audithiring@uspsoig.gov. The decision on granting an accommodation request will be made on a case-by-case basis.

How You Will Be Evaluated

You will be assessed on how well you meet the qualifications and competencies (knowledge, skills, abilities, and other characteristics) on this announcement.

The Human Resources Office will review your resume and supporting application documentation to ensure that you meet the eligibility required for this position. You will no longer be considered for this position if you:

1. Fail to attach all required documentation;
2. If your application materials indicate that you are not minimally qualified for this position;
3. Receive a zero (0) rating on any Evaluation Factor; or
4. If you fail to qualify on the interview.

Only the top-rated candidates will be referred to a review official or the selecting official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision.

Applicants for this position may be interviewed one or more times as part of the hiring process. During interviews, applicants may not use any AI tool or virtual assistant (such as ChatGPT) to help them answer questions, except for accessibility tools used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

Required Documents

You must submit all required documents by 11:59 PM EST on the closing date of this announcement, Vacancy Announcement EX-25-13B-JD, by closing date Thursday, May 8, 2025.

IMPORTANT NOTE: Make sure you include the vacancy number in the subject line when submitting your application package. For more information on submitting application packages, please review the “How to Apply” section below.

1. **RESUME – Required.** It is essential that your resume and supporting documentation provide sufficient information to substantiate your qualifications for the announced position.
2. **PERFORMANCE APPRAISAL dated within the last fifteen (15) months – Required.** This is REQUIRED FROM ALL APPLICANTS including Federal, USPS, OIG, and private sector employees. If a performance appraisal is not available, you must submit a separate statement with the reason a performance appraisal is not available.
3. **COMPLETE OCCUPATIONAL QUESTIONNAIRE – Required.** Download the Application Questionnaire (PDF) and complete the form. Failure to complete this form in its entirety will result in your disqualification.
4. **TRANSCRIPTS from an accredited college or university – Required.** The information presented in the transcript must be verifiable and should contain the name of the institution, applicant's name, list of completed courses, semester hours, GPA, date and type of Bachelor's Degree issued. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Attach document verifying that it has been deemed equivalent. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.
5. **SUPPORTING DOCUMENTS.**
 - **SF-50 – Required.** If you are or have been a federal employee. This is to demonstrate tenure and competitive/excepted service for eligibility purposes. Please name this file “SF-50” or “Form 50.”
 - **Additional Degrees, Certifications, and/or Licenses.**

How To Apply

To apply for this position, you must:

1. Submit an application package containing **all** required documents, e.g., resume, application questionnaire, performance appraisals, supporting documents, etc.
 - a. The application questionnaire is available as a PDF in the vacancy announcement.
 - b. The complete application package must be submitted via email at AuditHiring@uspsoig.gov by 11:59 PM (EST) on the closing date, Thursday, May 08, 2025, to receive consideration. **Clicking on the above email URL will open an email that you will need to update with the appropriate vacancy number (e.g., EX-25-###-JD).**

Please include the vacancy number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.

You are strongly urged to read and/or print the entire vacancy announcement.

For any questions on this vacancy announcement, please contact AuditHiring@uspsoig.gov. Your application may also be made available and considered for other Auditor positions in the USPS OIG.