

# Audit Manager (InfoSec) – Cybersecurity & Technology Directorate

Arlington, VA

Vacancy Number

EX-25-21B-JD

## Overview

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**Open & Closing Dates**

Tuesday, May 20, 2025 to Sunday, June 1, 2025

**Salary**

\$149,185.00 to \$191,931.00 Per Year;

**Locations**

Arlington, VA

**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**

50

**Pay Scale & Grade**

GG-14

**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)**

2210 - Information Technology Management

**Security Clearance**

Top-Secret (Tier-5)

**Financial Disclosure**

Yes

# This Job Is Open To (Eligibilities)

## Hiring Paths

External to the US Public Only

## Hiring Paths Clarification

All U.S. Citizens.

Current Career United States Postal Service Office of Inspector General, United States Postal Service, United States Postal Inspection Service, and Postal Regulatory Commission WILL NOT 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 Manager (InfoSec) position within the Office of Audit's Cybersecurity & Technology Directorate.

This opportunity is located in:

- Arlington, VA

Bring your skills and voice to our team!

## Position Duties & Responsibilities

### About the Cybersecurity & Technology Directorate:

The Cybersecurity & Technology Directorate conducts various types of audits and evaluations of the Postal Service's cybersecurity and technology processes, tools, and operations. Our directorate helps to reduce the risk of fraud, inappropriate disclosure of sensitive data, and disruption of critical postal operations and services by assessing whether USPS information resources provide the highest level of security, reliability, and value expected by USPS customers.

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

### About the Position:

The Audit Manager (InfoSec) manages the activities of staff of the OIG's Cybersecurity & Technology audit and evaluation program. The employee supervises staff engaged in performing audits and reviews of the development, acquisition, operations, security, and internal controls of Postal Service information technology systems, applications, and cybersecurity systems to determine the adequacy of general and application security controls; to provide assessments of efficiency, compliance with laws, regulations, policies, and/or contracts; and to detect fraud, waste, and abuse.

A successful candidate will have relevant experience in:

- Providing authoritative advisory service and/or developing authoritative policy interpretations for matters related to information technology audits and operations and related data analytics.
- Scheduling projects and staff assignments to comply with the organization's needs. Developing and communicating strategic framework/outline for audit projects to ensure adequate research, data analysis, audit scope, methodology and field work execution and analysis provide sufficient, relevant, reliable, and competent evidence of Postal Service functional areas for each audit project.
- Directing audit projects to ensure that professional standards are maintained in the planning and execution phase and in the accumulation of evidentiary data in accordance with OIG policies and procedures and Generally Accepted Government Auditing Standards.
- Counseling and guiding subordinates to ensure that the approved audit objectives and schedules are met, and that adequate practical coverage is achieved.
- Reviewing and editing audit reports and discussing the reports with appropriate management.
- Presenting oral briefings to management. Providing for and performing research on audit techniques.
- Planning, assigning, and managing the work of the team; setting goals; establishing timeframes; and determining scope and parameters.
- Accumulating data, maintaining records, and preparing status reports on the administration of audit projects and other assigned activities.
- Assisting in evaluating overall audit results.
- Developing assignment strategies and coordinating multi-discipline teams to identify and resolve complex cybersecurity and technology issues in an automated environment.

- Serving as a cybersecurity and technology expert and liaison.
- Bringing about a shared understanding of job objectives, roles, and report messages by facilitating job-related meetings and coaching others when necessary.
- Planning, organizing, and conducting research on sensitive information systems, information technology methods, controls and strategies, policies and procedures, and management practices. to identify appropriate solutions.
- Representing the Office of the Inspector General in meetings with high-level officials from the United States Postal Service, other agencies, vendors, and members of external organizations.
- 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.
- Assuring implementation by subordinate staff of the goals and objectives of agency-wide programs. Implementing established goals and objectives; assessing measures that evaluate performance; and making recommendations for program improvement.
- Identifying and resolving, as applicable, unique issues where no policy exists, recommending innovative actions to address new needs and/or issues.
- Furthering the Equal Opportunity Program, including assuring equal opportunity for all subordinate employees in recruitment, selection, promotion, training, awards, assignments, discipline, and special program objectives.
- Coordinating and developing assessment methodologies for cybersecurity and technology related policies and procedures, in accordance with the Federal Information Security Modernization Act (FISMA) and other relevant policies and directives.
- Developing and coordinating action plans and Rules of Engagement procedures with the US Postal Service Chief Information Officer (CIO) and Chief Information Security Office (CISO).
- Functioning as an OIG trainer by devising and teaching OIG and other personnel about advanced automated techniques.

The duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The preceding description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

**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 Manager Band level, equivalent to a GS-14. The salary range for this position is \$149,185.00 - \$191,931.00. The salary figures 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 Top-Secret (Tier-5) 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 Sunday, June 1, 2025 will be considered.

### Position Minimum Qualification Requirements

You must meet all the minimum qualifications listed below.

#### **Professional Experience Requirement:**

- Four (4) or more years of professional, full-time experience in Performance Auditing or performing technical audits, evaluations, or assessments. (your resume must reflect where, when, and how you gained this experience)

#### **Education Requirement:**

- Degree in information security, information assurance, computer science, information technology, cybersecurity, networking; or related field such as auditing, program management, or information management. (must submit transcripts from an accredited college or university)

**OR**

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

**AND**

- At least five (5) years of experience in Performance Auditing or performing technical audits, evaluations, or assessments, or an equivalent combination of performance auditing experience, college-level education, and training that provided professional information technology or cybersecurity knowledge. The applicant's background must also include one of the following:
  - Certificate as an Information Systems Security Manager (ISSM), Certified Information Systems Security Professional (CISSP), IT Project Management Professional (PMP), Offensive Security Certified Professional (OSCP), Certified Information Systems Auditor (CISA) or similar certification;

### **Desirable Qualifications**

- Advanced degree.
- Experience with using techniques from a range of disciplines, including computer programming, mathematics, and statistics, to draw conclusions from data to describe, predict, and improve performance. Use of Linux based IT security testing platforms, AI and data analytics is a plus

### **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.

- Expert level skill integrating the work of multi-disciplined teams and writing reports that document technical assessment findings, identification of root causes, and remediation recommendations supported by criteria such as internal policies, NIST guidance, public laws, GAO, OMB, and industry best practices.
- Mastery of technical competence in information security, cybersecurity and technology, analytical competence, and sound judgement. Assignments may have few or no procedural guidelines.
- Skill in planning work to be accomplished by subordinates; setting priorities; evaluating performance; giving advice, counsel, and instructions; effecting minor disciplinary actions; and identifying developmental and training needs.
- Skill in defining problems, analyzing alternatives, and recommending solutions to difficult audit problems.
- Subject matter expertise on cybersecurity and technology related software and hardware for the purposes of performing technical assessments such as penetration testing, secure code reviews, network security assessments, and web security assessments.
- Ability to express and present ideas clearly and concisely, both orally and in writing.

### **Education**

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

Applicants can verify accreditation here: [www.ed.gov](http://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/>.

### **Additional 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>

**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 thirteen (13) to twenty-six (26) paid vacation days each year depending on your years of service.

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](mailto: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-25-21B-JD, by closing date Sunday, June 1, 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. **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.
3. **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/>.
4. **SF-50: Required if applicable.** 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."
5. **VETERANS PREFERENCE DOCUMENTATION: Required if applicable.** If you are claiming veteran's preference you must submit the Member 4 copy of your DD-214 Certificate of Release or Discharge from Active Duty, and/or other proof of veteran's preference eligibility including your VA letter, form SF-15 (<https://www.opm.gov/forms/standard-forms/>) and all required documents related to your SF-15 claim. Veterans can request the Member 4 copy of their DD-214 at [archives.gov/veterans/military-service-records](https://archives.gov/veterans/military-service-records) and can download a copy of their VA letter from [ebenefits.va.gov/ebenefits/homepage](https://ebenefits.va.gov/ebenefits/homepage). If applicable, you are required to submit each veterans' preference document in the application package. Please name these files as "DD-214" or "SF-15" or "Other Veterans Document."
6. **SUPPORTING DOCUMENTS: Required if applicable.** Degrees, Certifications, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.

# 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](mailto:AuditHiring@uspsoig.gov) by 11:59 PM (EST) on the closing date, Sunday, June 01, 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](mailto:AuditHiring@uspsoig.gov). Your application may also be made available and considered for other Auditor positions in the USPS OIG.