



JD# 05-2020-33

Description:

The Office of Countering Weapons of Mass Destruction (CWMD) is seeking candidates for the opportunity to serve as the Deputy Chief Financial Officer (D-CFO). The deputy is responsible for Programing, Planning, Budget, and Execution functions for CWMD, ensuring compliance with fiscal laws, regulations, and administration policies. The deputy is accountable for the implementation of DHS policies and business practices in support of the CWMD mission. The Deputy represents the organization at Congressional briefings, meetings with the Office of Management & Budget, and various DHS meetings

Component Name: Countering Weapons of Mass Destruction

Position Title: Deputy Chief Financial Officer

Grade Level: GS- 15 Series 0501

Duration: 6 Months w/possible extension to 1 yr.

Location: Washington DC

Employee Responsibility: *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

Duration: *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

Type of Position: Competitive Service
*** Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*

Type of Detail: Non-reimbursable (JDP does not pay expenses)

Package Acceptance Period: **Start:** 6/1/20 **End:** Dec 2020

Clearance Required (y/n): YES

If yes, what level of security clearance? **SECRET**

***** Military or Contracted Personnel NOT Eligible to apply**

***** No temporary promotions will be granted**

***** No Joint Duty Credit Awarded**

Description of Responsibilities:

Serve as the acting Senior Financial Management Official responsible for planning, developing, establishing and managing the comprehensive budget and financial management program within CWMD. The incumbent will ensure effective integration of the organization's budget and performance management functions.

Supervises the integrated financial planning and organizational performance management processes for CWMD. Oversees the implementation of DHS, Office of Management and Budget an Congressional instructions and guidelines for preparing and submitting budget performance estimates for all CWMD program areas.

Qualifications:

Mastery of the principles, concepts, laws, and regulations of financial administration and budgeting in order to theorize, plan and direct the entire financial management (planning, budgeting, accounting, internal controls, and performance reporting) program for CWMD's mission of national significance.

Knowledgeable in the requirements of financial management, accounting principles for Federal operating programs, and DHS Internal Controls programs in order to oversee CWMD financial management operations and compliance. Candidate will have experience in developing, applying, and adjusting financial plans and policies to attain organizational objectives.

This position requires program management experience with performance management, organizational, and problem-solving skills. Qualified personnel must possess excellent interpersonal and communication skills, and the capacity to maintain productive and positive working relationships with senior officials. Must be able to advance multiple projects within provided resources and identify collaborative opportunities.

In addition:

- Have an "achieved expectations" or "proficient" rating on his/her most recent performance evaluation; and
- Not have an outstanding disciplinary action or grievance against them

How to Apply: Submit the following documents to jointdutyprogramoffice@hq.dhs.gov , with “**Detail Opportunity – Deputy Chief Financial Officer**” in the subject line:

- Submit **Joint Duty Assignment Application- [DHS Form 250-02](#)**
- **Resume** (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- **Redacted SF-50**, removing PII (i.e., social security number or date of birth)

Point of Contact: **Email:** jointdutyprogramoffice@hq.dhs.gov
