



FEDERAL RETIREMENT THRIFT INVESTMENT BOARD  
1250 H Street, NW Washington, DC 20005

VACANCY ANNOUNCEMENT

**REANNOUNCEMENT - APPLICANTS WHO PREVIOUSLY APPLIED UNDER  
ANNOUNCEMENT NUMBER TIB-SES-04-02 NEED NOT REAPPLY**

POSITION TITLE AND GRADE: Director of Investment Services  
ES-301

LOCATION: Federal Retirement Thrift Investment Board  
Office of Investment Services  
Washington, D.C.

ANNOUNCEMENT NUMBER: TIB-SES-04-02A

SALARY: \$104,927 to \$145,600 per annum

PROMOTION POTENTIAL: ES-04

OPENING DATE: September 29, 2004

CLOSING DATE: October 13, 2004

AREA OF CONSIDERATION: Open To All Qualified Persons

The Federal Retirement Thrift Investment Board is an independent Federal agency in the Executive branch created by the Federal Employees' Retirement System Act of 1986 (FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S.C. §§ 8351 and 8401-79) to administer the Thrift Savings Plan (TSP). The TSP is a retirement savings and investment plan for Federal civilian employees and members of the uniformed services that offer its participants the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. Currently, the TSP is the largest defined contribution plan in the world with over 3.3 million participants and assets of over \$133 billion.

The TSP enjoys an 87% participation rate, with some agencies participating at 100%.

The TSP is a daily-valued, participant directed, defined contribution plan, which consists of five separate funds invested in: Treasury non-marketable securities (the Government Securities Investment Fund - G Fund), common stocks (the Common Stock Index Fund - C Fund), fixed income securities (the Fixed Income Investment Fund - F Fund), small and mid-sized stocks (the Small Capitalization Stock Index Fund - S Fund), and international stocks (the International Stock Index Investment Fund - I Fund). The G Fund is considered "stable value", the others are index funds managed by an outside advisor.

The TSP is overseen by five part-time presidential appointed Board members and managed by a full-time Executive Director. The Agency has a staff of approximately 100 employees located in Washington, D.C., who assist the Executive Director in carrying out the policies set by the Board members for investment, administration, and management of the TSP. The Agency has six primary departments: Automated Systems, External Affairs, Finance, General Counsel, Investments, and Benefit Services.

#### **DUTIES AND RESPONSIBILITIES**

The Director of Investment Services will serve as Chief Investment Officer and will be responsible for assisting in the development and implementation of investment policy for the TSP. Primary functions include, reviewing investment performance of existing funds, analyzing investment products available on the market and delivery of such products, and preparing and presenting investment reports to the Board at regularly scheduled meetings. Investment options are indexed, as established by statute.

1. Serves as the Chief Investment Officer responsible for the development and implementation of investment policy, procedures, asset allocation strategy, and oversight of investment management services. As the principal liaison with the outside investment manager of TSP funds ensures, that funds are invested in accordance with the law and policies established by the Board.

2. Is an expert within the Agency on matters related to the management, design, and operations of the investment programs of the TSP. Is the primary advisor to the Executive Director on matters relating to TSP investment programs.

3. Analyzes investment strategies and performance of investment programs and vehicles similar to the TSP and recommends policies or procedures that benefit TSP participants and beneficiaries.

4. Oversees the development of models to measure performance of TSP investment funds, continuously monitors fund performance, reports the results, and uses the information collected to make recommendations on how to improve TSP investment funds.

5. Provides information on TSP investment funds, participant investment activity, and participant utilization of investment options for Agency-wide planning purposes and for communications materials designed for TSP participants and beneficiaries.

6. Performs other functions as may be necessary to assure effective conduct of all investment activities of the Agency.

#### **QUALIFICATION REQUIREMENTS**

The Office of Personnel Management (OPM) is required by law to review the executive qualifications of each new career appointee to the Senior Executive Service prior to appointment. The five (5) Executive Core Qualifications (ECQs) are listed below. Current or Former SES Career Appointees and SES Candidate Development Program graduates (with OPM QRB certification) do not have to address the ECQs; however, all other applicants must address the ECQs to be eligible for consideration. The ECQs narratives should not exceed ten (10) pages total and should focus on accomplishments that support possession of each of the five ECQs. (Samples of ECQ statements can be found on OPM's website at [www.opm.gov](http://www.opm.gov) under SES ECQs).

**MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs)**

1. Leading Change: The ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors.

Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

2. Leading People: The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

3. Results Driven: The ability to stress accountability and continuous improvement, to make timely and effective decisions, and to produce results through strategic planning and the implementation and evaluation of programs and policies.

4. Business Acumen: The ability to acquire and administer financial material, and information resources in a manner which instills public trust and accomplishes the organization's mission and to use new technology to enhance decision making.

5. Building Coalitions/Communication: The ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization.

**MANDATORY TECHNICAL QUALIFICATIONS**

Applicants who meet the ECQs described above must also meet the following mandatory technical qualifications requirements to be eligible for further consideration.

1. Broad mid to senior level investment experience, preferably with indexed funds for retirement systems, that provided a full understanding of financial investment and benefit plan strategies and issues.

2. Experience speaking before Fiduciary boards, committees (e.g., legislative committees) or similar bodies for the purpose of establishing strategies, presenting information and responding to inquires.

3. Experience with in-house performance measurement and analysis techniques.

**SPECIFIC INFORMATION FOR APPLYING:** Submit the following materials to the address on the last page.

- Job application. You may use the OF 612 (Optional Application for Federal Employment), the SF-71 (Application for Federal Employment), a resume, or some other format as long as it includes the information listed below. Failure to include the following information could result in disqualification from further job consideration.

- Vacancy announcement number, job title, and lowest grade or pay acceptable.

- Your full name and mailing address, day and evening telephone numbers, social security number, and U.S. citizenship status.

- Your signature and date signed.

- Name and location of colleges or universities you attended. Major field of study. Semester/quarter hours completed or date of graduation.

- The following information for paid or unpaid work experience related to the job for which you are applying (Do not send job descriptions):

  - Job Title (include series and grade, if Federal)
  - Duties and accomplishments

  - Employer's name and address
  - Supervisor's name and phone number
  - Starting and ending dates (month/year)
  - Hours per week
  - Annual Salary

- List of any other qualifications, training or awards which support your candidacy for this position.

- Copy of your most recent annual performance rating, if you are a current or former Federal employee.

A supplement to your application, providing examples of relevant experience, training, and/or personal achievements which concisely address each of the Executive Core Qualifications and Technical Qualifications listed above. Failure to address these qualifications could result in your application being disqualified.

NOTE: The following applicants may omit the five mandatory Executive Core Qualifications but must address the mandatory technical qualification factors: Those who are currently serving under Senior Executive Service (SES) career appointments or are eligible for reinstatement to the SES, and those who have successfully completed an SES Candidate Development Program approved by the Office of Personnel Management (OPM). Reinstatement eligibles must include a copy of the last Standard Form 50 (Notification of Personnel Action) documenting service in the SES. Graduates of Candidate Development Programs should provide proof of OPM Qualifications Review Agency Certification.

#### **OTHER ESSENTIAL INFORMATION**

Persons selected for initial career appointment to the SES must have their managerial qualifications approved by the Qualifications Review Board, Office of Personnel Management, before their appointments can be made effective.

Each newly appointed career SES member must serve a 1-year probation period.

Veterans' preference does not apply to the Senior Executive Service.

The selectee may be subject to a background investigation before being appointed to the position and will be required to complete a Public Financial Disclosure Report, Standard Form 278.

Pre-employment interview travel expenses may be paid.

Selectee's relocation expenses may be paid.

TIB-SES-04-02A

To request application materials and information about the vacancy, please call (202) 942-1680.

All applications must be received no later than the closing date of this announcement at the following address:

Federal Retirement Thrift Investment Board  
ATTENTION: Personnel Office  
1250 H Street, N.W.  
Suite 200  
Washington, DC 20005

THE FEDERAL RETIREMENT THRIFT INVESTMENT BOARD IS AN  
EQUAL OPPORTUNITY EMPLOYER