

## **Assistant Inspector General, Forward Operations AD-0301-00 Job Announcement**

Arlington, VA & Kabul, Afghanistan

**(\$134,789 – \$174,500)**

### **Introduction:**

This position has been designated by the Inspector General (IG) as one of SIGAR's Senior Staff/SES Equivalent positions. The position is located in the Arlington, VA office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) with duty, on a long-term temporary duty (TDY) basis, in Kabul, Afghanistan.

The Assistant Inspector General, Forward Operations is SIGAR's most senior representative in Afghanistan, responsible for ensuring SIGAR's mission success through effective interaction with senior U.S. civilian and military officials, as well as Afghan government representatives. Also in this capacity, the incumbent is responsible for providing support to agency senior staff, staff members in Afghanistan, as well as for coordinating actions on behalf of Headquarters staff, when needed. The incumbent will coordinate activities to manage and support Afghanistan's office operations/requirements. Applies a broad knowledge of policies, regulations, directives, research and law to ensure programs are supported and represented in accordance with the overall strategic vision of the IG.

### **Major Duties:**

- Advises and assists the IG/DIG and other senior staff in the accomplishment of the SIGAR Afghanistan mission.
- Supports the movement of SIGAR TDY personnel and local SIGAR personnel assigned to Afghanistan.
- Represents SIGAR at the highest levels of the Afghan government, conveys Agency concerns, explains SIGAR's role and mission, and addresses Afghan government concerns and questions as they may arise.
- Interfaces directly with senior U.S. civilian and military officials (including the U.S. Embassy Mission, the Department of Defense, the Resolute Support mission, USFOR-A, and US Central Command (CENTCOM)) to represent and secure support for SIGAR's mission and operational needs and to communicate SIGAR's staffing, direction, development, and planning efforts. Interactions and personal involvement will address, for example, travel and transportation security needs for SIGAR personnel operating in Afghanistan, work and housing space for SIGAR personnel in Afghanistan, information technology and communications requirements, and other general operational needs of the agency.

- Conveys substantive Afghan government concerns to SIGAR headquarters and provides recommendations to the IG/DIG and other senior staff on possible responses.
- Incumbent interprets, communicates, and ensures adherence to IG guidance and policies in Afghanistan. Researches, develops and proposes new policies or updates to policies, as operational needs in Afghanistan dictate.
- Reviews and evaluates on a daily basis the mission support requirements; identifies problems, potential problems, and competing priorities; and develops solutions to meet agency needs.
- Remains current with issues and activities in Afghanistan that may be relevant to DOD, DOS/USAID/COM and the IG's initiatives and interests and uses that knowledge to advise Audits and Investigations, as appropriate.
- Reports weekly, or as needed, to SIGAR management on issues of importance to the IG/DIG and other members of SIGAR's management team.

### **Knowledge Requirements:**

In-depth knowledge of the overall duties, responsibilities, and authorities of an Inspector General.

Knowledge of the mission of the Special Inspector General for Afghanistan Reconstruction. Familiarity with U.S. reconstruction and international development efforts, foreign policy, and military engagement in Afghanistan is highly desired.

In-depth familiarity with aspects of current DOD, DOS and USAID programs and operations in Afghanistan to include security, transportation, and logistics in a contingency operation environment.

Detailed knowledge of Afghanistan's recent culture and history, key personalities, political environment, security conditions, and other local factors that influence SIGAR's work is highly desired.

Mastery of interpersonal relationship techniques to meet and deal effectively with others at all levels of authority in complex inter-agency and multi-cultural environments.

Ability to develop long range plans and shorter-term action plans to meet staffing and mission support needs and goals.

Ability to operate in a high stress war zone and a proven capacity to manage effectively under crisis conditions.

Recent experience working in an IG office is highly desirable.

## **Key Requirements:**

Candidates for this position:

- may be considered essential to support of the SIGAR mission. If considered emergency essential, failure to remain in this position may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).
- may be required to submit an Executive Branch Confidential Financial Disclosure Report.
- must complete a Form SF 312, Classified Information Nondisclosure Agreement.
- must be eligible for and be able to maintain a TOP SECRET clearance.

Overseas travel is required. In support of this travel, the incumbent is required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.

## **Reemployment of Annuitants:**

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of their annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

**Applicants should send a resume by email to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) with “Assistant Inspector General, Forward Operations” in the subject line.**