

Director of Special Projects AD-0301 Job Announcement

Arlington, VA

\$134,789 – \$174,500

Job Summary:

This position is located in the Arlington, VA Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and reports to the Inspector General (IG) through the Deputy Inspector General (DIG). The purpose of this position is to provide authoritative and specific advice, action, and issue management on special IG projects and initiatives; to serve as a senior advisor by providing independent and objective conduct and supervision of special assignments; and to serve as a senior leader, technical expert, analyst, and advisor to the SIGAR on a broad spectrum of organizational, managerial, and technical issues related to the SIGAR Mission. The Director of Special Projects has the authority to act on any issue in the areas delegated by the IG through the DIG. Overseas travel, including travel to Afghanistan, may be required.

Duties:

The Director of Special Projects will advise, assist, and lead a team in providing for the independent and objective conduct of special assignments and serve as a technical expert, analyst, and advisor to the IG on a broad spectrum of organizational, managerial, and technical issues related to the SIGAR Mission. In this capacity, and at the direction of the IG or DIG, the incumbent will manage teams through the conduct of numerous, complex, and high priority special assignments involving extensive research and fact-finding to develop reports, letters, and other products on a variety of high-level subjects of critical importance to SIGAR. The research typically requires the incumbent to develop his/her own sources of information for projects that are usually unprecedented and complex and for which the scope and magnitude are not known at the initiation of the work. The incumbent will be required to analyze conflicting and divergent viewpoints in order to provide full and accurate background information along with the options for courses of action.

The work may require a high level of interaction with senior level officials from the Department of State (DOS), the Department of Defense (DOD), and the U.S. Agency for International Development (USAID), as well as other high-level executives involved in Afghanistan reconstruction activities.

The incumbent will perform and oversee the performance of a wide variety of highly significant assignments associated with the promotion of efficiency, integrity, and economy in the reconstruction of Afghanistan and SIGAR operations, including those that will cross organizational lines within SIGAR. The incumbent will oversee the conduct of special analyses and develop initiatives, projects, and processes that will enhance the execution of an assigned initiative, project, or program and will operate with maximum freedom of action in decision-making in support of the development, implementation, and integration of complex assignments; remain current on issues and activities in the area of fraud, waste, and abuse that may be relevant to SIGAR initiatives and interests; and provide updates on those issues and prepare

executive summaries of materials that enable SIGAR to remain fully knowledgeable of key issues with a minimum of preparation time.

The incumbent may represent SIGAR at high-level conferences and meetings with representatives from other government agencies, as well as non-government organizations, on matters related to the special projects assigned; establishes and maintains productive liaison activities with other government agencies, as well as non-government organizations, to gain insight and support to improve SIGAR performance; and attends all meetings as assigned.

The incumbent makes recommendations on policy matters; identifies instances where previously established policy requires clarification and or revision; recommends, drafts, and implements SIGAR policy that affects and influences multi-disciplinary areas at the highest levels; arranges for the flow of information to appropriate SIGAR officials on current priority actions and the status of major programs, projects, and anticipated problems. On his or her own initiative, reviews staff papers, official reports and documents, and related material to identify problems areas, emerging issues, and other matters that should be brought to the attention of the IG or DIG.

The incumbent is responsible for writing and/or reviewing, revising, editing all written products; ensuring correct grammar, punctuation, style, and format. Evaluates all documents in terms of purpose, audience, scope, content, organization, and logic.

Knowledge Required:

Comprehensive knowledge of SIGAR and US. Government (USG) goals, objectives, and applicable policies and procedures necessary to select and apply appropriate evaluation and measurement techniques on assigned projects.

Expert technical and operational knowledge of the concepts, principles, and standards of performance auditing and the ability to plan, conduct, and follow-through on such audits and make recommendations for courses of action.

Expert knowledge of total SIGAR operations and the ability to apply high level visions/goals/strategies/concepts and emerging applications to those SIGAR operations.

Knowledge of the organization and functional interrelationships within the USG and affected non-government organizations and foreign governments to include those located within Afghanistan in order to negotiate conflicting views or develop cooperation.

The position requires the expertise to quickly assimilate complex information of a multidisciplinary nature with a high degree of comprehension and a mastery of oral and writing communication skills.

Other Requirements:

Candidates for this position:

- may be considered essential to the overall support of the SIGAR mission. If considered emergency essential, failure to meet emergency essential requirements 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 may be 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 the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

Submission of Application:

Applicants should email all documentation with “**Director of Special Projects**” in the subject line to sigar.pentagon.m-s.mbx.jobs@mail.mil.

Application Requirements:

Applicants must submit a **cover letter**, **resume**, and **writing samples**.