

Congressional Relations Specialist AD-0301-00 Job Announcement

Congressional Relations Specialist – Arlington, VA

(\$89,033-\$115,731)

Job Summary:

This position is located in Arlington, Virginia, in the Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The Congressional Relations Specialist is assigned to the Director Congressional Relations and Government Affairs. This position is focused on executing SIGAR's congressional relations and government affairs operations.

Duties:

The Congressional Relations Specialist assists the Director of Congressional Relations and Government Affairs in the development and execution of strategic communications with Congress. He/she is responsible for conducting congressional relations with members of Congress, personal office staff, and committee staff to meet the needs of the SIGAR.

At the direction of the Director of Congressional Relations and Government Affairs, the Congressional Relations Specialist researches, develops, and disseminates informational materials to Congress about SIGAR's oversight work. He/she responds to congressional inquiries in a timely and professional manner while also identifying opportunities to engage Congress on a wide variety of subjects regarding the U.S. reconstruction effort in Afghanistan.

The Congressional Relations Specialist develops and maintains working relationships with congressional staff members who work for various members of Congress and congressional committees. He/she analyzes SIGAR's oversight work and assesses developments in Congress to identify SIGAR work products that align with issues of interest to relevant committees, congressional staff, and members of Congress.

The Congressional Relations Specialist develops briefing materials (e.g., issue papers, briefing slides, and handouts) related to SIGAR oversight products for dissemination to Congress. In addition, he/she applies knowledge of SIGAR's products and on-going oversight work to explain complex oversight issues to congressional staff.

Under the guidance of the Director of Congressional Relations and Government Affairs, the Congressional Relations Specialist assists in preparing for the delivery of written and/or oral testimony before congressional committees. In addition, he/she researches and develops briefing materials for SIGAR staff in preparation for meetings with congressional staff and members of Congress.

The Congressional Relations Specialist regularly monitors legislative activity in Congress that is relevant to SIGAR's oversight mission and U.S.-funded reconstruction activities in Afghanistan. Accordingly, he/she tracks relevant committee hearings, analyzes legislation, monitors Senate

and House chamber floor activity, and follows specific issues of interest to members of Congress related to oversight and the U.S. reconstruction effort in Afghanistan.

Under the guidance of the Director of Congressional Relations and Government Affairs, the Congressional Relations Specialist regularly reports on congressional activity to the SIGAR and other agency staff.

The Congressional Relations Specialist assists the Director of Congressional Relations and Government Affairs with the development and execution of strategic communications with U.S. government agencies, international organizations, think tanks, universities, and other non-governmental organizations.

The Congressional Relations Specialist performs other duties as assigned.

Knowledge Requirements:

The Congressional Relations Specialist must possess strong critical thinking skills and knowledge of the legislative processes of the U.S. House of Representatives and the U.S. Senate.

A minimum of three years of legislative experience working on Capitol Hill is required.

Excellent writing skills are required for this position. In particular, the Congressional Relations Specialist must be able to write clearly in concise prose under tight deadlines on a wide range of technical and complex subjects.

The Congressional Relations Specialist must be able to absorb large amounts of information on fast-changing issues related to SIGAR's oversight mission and the U.S. reconstruction effort in Afghanistan.

This position requires excellent oral communication skills, including the ability to clearly and succinctly convey technical information and maintain close working relationships with congressional staff and SIGAR personnel.

Expertise in government oversight, U.S. foreign assistance programs, or the U.S. reconstruction effort in Afghanistan is preferred but not required.

Key Requirements:

Incumbent occupies a position that may be considered essential to support of the SIGAR mission. If your position is considered emergency essential, failure to remain in your position may result in separation for the efficiency of the federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).

Overseas travel may be required. In support of this travel, the incumbent would be 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.

Form SF 312. This position requires the incumbent to complete a form SF 312, Classified Information Nondisclosure Agreement.

The incumbent may be required to submit an Executive Branch Confidential or Public Financial Disclosure Report.

This position has been designated as critical sensitive and the incumbent must be eligible for a TOP SECRET clearance.

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.

Applicants should send a resume by electronic transmission, to sigar.pentagon.m-s.mbx.jobs@mail.mil or fax 703-602-8753 Attention: Human Resources- Congressional Relations Specialist Announcement.