

Congressional Liaison AD-0301-00

Job Announcement

Arlington, VA

\$76,378-\$99,296

Job Summary:

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

Duties:

The Congressional Liaison assists the Director of Congressional Relations and Government Affairs with the development and execution of strategic communications with Congress, U.S. government agencies, international organizations, think tanks, universities, and other non-governmental organizations relevant to SIGAR's oversight mission in Afghanistan.

He/she is largely responsible for conducting congressional relations with members of Congress, personal office staff, and committee staff to meet SIGAR's congressional outreach objectives. At the direction of the Director of Congressional Relations and Government Affairs, the Congressional Liaison 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 various subjects related to oversight of U.S. reconstruction efforts in Afghanistan.

The Congressional Liaison develops and maintains productive working relationships with personal office and committee staff. He/she analyzes SIGAR's oversight work and monitors developments in Congress to identify SIGAR work products that align with issues of interest to members of Congress, committee staff, and personal office staff. In addition, the Congressional Liaison develops briefing materials related to SIGAR work products for dissemination to Congress and applies knowledge of SIGAR's completed and on-going oversight work to explain complex reconstruction oversight issues to congressional staff.

Under the guidance of the Director of Congressional Relations and Government Affairs, the Congressional Liaison assists with preparing SIGAR senior executives to deliver written and oral testimony before congressional committees. He/she also researches and develops briefing materials for SIGAR staff in preparation for meetings and briefings with members of Congress and congressional staff.

The Congressional Liaison monitors Congress activity relevant to SIGAR's oversight mission and U.S.-funded reconstruction activities in Afghanistan. Accordingly, he/she tracks relevant committee hearings, analyzes legislation, monitors chamber floor activity, and follows specific

issues of interest to members of Congress related to oversight and the U.S. reconstruction effort in Afghanistan and reports on congressional activity to the SIGAR and other agency staff.

The Congressional Liaison performs other duties as assigned.

Knowledge Requirements:

The Congressional Liaison 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 highly desired.

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

The Congressional Liaison 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 Liaison Announcement.