

Deputy Director, Lessons Learned Program – AD - 0340 - 00 Job Announcement

Arlington, VA

(\$108,887 - \$160,300)

Introduction:

Congress created the Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) to provide independent and objective oversight of Afghanistan reconstruction projects and activities. SIGAR conducts audits and investigations to promote efficiency and effectiveness of reconstruction programs and detect and prevent waste, fraud, and abuse.

Job Summary:

This position is located in the Headquarters Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) in Arlington, Virginia, and reports to the Director of the Lessons Learned Program (LLP). The incumbent assists in the management and leadership of the LLP, which is tasked with conducting a series of research projects assessing topics related to reconstruction efforts in Afghanistan. Primary responsibility is assisting in managing LLP and directing staff members in identifying, developing, writing, and validating LLP findings, publications and reports for submission to Congress, Executive Branch Agencies, and the general public.

Duties:

Serves as the Deputy Director of LLP. Assists in the supervision of multiple teams, comprised of government and contract personnel, engaged in identifying specific topic areas to evaluate the effectiveness and shortfalls of various Afghanistan reconstruction programs and to develop reports or other media for publication. Coordinates work being conducted by different LLP projects to ensure de-confliction of work and scope, as well as maximizing efficiencies across LLP through identifying areas for cross-project cooperation.

At the direction of the Director of LLP, the incumbent will coordinate with senior officials within Congress and at DoD, DOS, USAID, and with other high-level officials involved in the Afghanistan reconstruction processes, to include officials at the State Department, Department of Defense, the International Security Assistance Force, the U.S. Agency for International Development (USAID) non-government organizations (NGOs), private industry, and academia.

Works with the Director of LLP to set priorities and prepare schedule for completion of work. Makes assignments based on mission priorities, subordinates, specialized skills, knowledge, capabilities, and the difficulties and requirements of assignments. Ensures

timely performance of a satisfactory amount and quality of work. Incumbent reviews work products and accepts, amends or rejects the work.

Incumbent assesses whether technical matters can be clearly understood; determines whether findings support recommendations; determines whether findings support overall report conclusions; verifies the accuracy of statistics and analysis; determines whether tabular material is needed; and suggests how tabular material can be clearly presented.

Incumbent represents, when directed, SIGAR at Congressional meetings, at conferences and meetings with representatives from other government agencies, as well as NGOs, private industry, and academia, on matters related to SIGAR's findings, recommendations, strategic management, productivity and research analysis concepts. Establishes productive liaison with professional groups and other government agencies to gain insights and support to improve SIGAR performance.

Knowledge Requirements:

Extensive experience and mastery of creating and managing production processes and timelines for research projects led by senior subject matter experts, including monitoring project progress, proactively identifying sources of potential delays and working to resolve these issues before they impede project progress, assessing if timelines are realistic considering changing conditions, and de-conflicting across projects to ensure that bottlenecks are avoided.

Mastery of the principles, methods, practices, and techniques of communication that enables the incumbent to function as the administrative and technical authority within SIGAR for the development and dissemination of written, electronic, and oral information concerning lessons learned on various aspects of the reconstruction efforts within Afghanistan and to inform the Congress, various Federal agencies and the general public.

Skill in establishing and maintaining effective working relationships with a variety of individuals and groups interested in, or affected by SIGAR, some of whom have opposing views of the organization, and where the incumbent must defend the developed point of view in the face of heavy criticism in unstructured settings.

Skill in developing written materials designed to convey information concerning complex programs and functions, and to the public, some of which have diverse levels of understanding of the organization's programs and activities.

Key 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 (SCI) clearance.

May require travel to Afghanistan. In support of this travel, the incumbent will 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.

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 email to sigar.pentagon.m-s.mbx.jobs@mail.mil. Please be sure to have “Deputy Director, Lessons Learned Program” in the subject line.