

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

Arlington, VA

(\$128,082-160,300)

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 Deputy Inspector General, SIGAR. The incumbent manages and provides leadership and guidance to the Lessons Learned Program on the reconstruction efforts within Afghanistan. Primary responsibilities are the management and supervision of staff members involved in identifying, developing, writing, and validating Lessons Learned findings, publications and reports for submission to Congress, Executive Branch Agencies, and the general public.

Duties:

Serves as the Senior Advisor and program manager for SIGAR's Lessons Learned program. Supervises multiple teams, comprised of government and contract personnel, engaged in identifying specific topic areas to evaluate the effectiveness or shortfalls of various Afghanistan reconstruction programs and to develop reports or other media for publication. Ensures that reports clearly identify key findings, are supported by sufficient evidence, and include recommendations to improve reconstruction efforts implemented by the U.S. government, partnering governments, or other entities. Topics are broad and cross cutting, but may include such areas as security, governance, social and economic development, contract execution and compliance, drug interdiction and eradication, corruption, or other military, economic and social segments identified and funded for reconstruction.

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

Sets priorities and prepares schedules 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.

Serves as the Contracting Officer Representative (COR) responsible for monitoring the day-to-day administration of contract staff working on the Lessons Learned Program.

Knowledge Requirements:

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 with “Director, Lessons Learned Program” in the subject line.