

Director of Forward Operations AD-0301-00 Job Announcement

Director of Forward Operations – Arlington, VA & Kabul, Afghanistan

(\$123,758 – \$165,300)

INTRODUCTION:

The Director of Forward Operations is the Special Inspector General for Afghanistan Reconstruction's (SIGAR) most senior representative in Afghanistan. This position has been designated by the IG as one of SIGAR's Senior Staff/SES Equivalent positions. The incumbent is responsible for ensuring the success of SIGAR's mission through effective interaction with senior U.S. civilian and military officials, as well as Afghan government representatives, Afghan oversight organizations, and international organizations. The incumbent is also responsible for providing leadership and seamless support to senior staff, staff members, and contractors in Afghanistan, as well as for coordinating those actions on behalf of Headquarters staff, when needed. The incumbent will coordinate logistics, supplies, support and information technology to manage and support Afghanistan's office operations/requirements. Applies a broad knowledge of policies, regulations, directives, research and law to ensure programs are supported and represented in accordance with the overall strategic vision of the Inspector General (IG). The position is located in SIGAR's Arlington, VA office but forward located on a long-term temporary duty (TDY) status in Kabul, Afghanistan.

Major Duties:

- Advises and assists the IG/Deputy IG (DIG) and other senior staff in the accomplishment of the SIGAR mission, particularly in Afghanistan.
- Interfaces directly with senior U.S. civilian and military officials (including the US Embassy Mission, the Department of Defense (DOD), the International Security Assistance Force, and US Central Command (CENTCOM)) to represent and secure support for SIGAR's mission and operational needs and to communicate SIGAR's staffing, direction, development, and planning efforts. Interactions will address, for example, travel and transportation security for SIGAR personnel operating in Afghanistan, work and housing space for SIGAR in Afghanistan, information technology and communications requirements, and other general operational needs of the agency.
- Incumbent interprets, communicates, and ensures adherence to IG guidance and policies in Afghanistan. Also researches, develops and proposes new policies or updates to policies, as operational needs in Afghanistan dictate.
- Reviews and evaluates on a daily basis the mission support requirements; identifies problems, potential problems, and competing priorities; and develops solutions to meet those needs.
- Remains current with issues and activities in Afghanistan that may be relevant to DOD, Department of State/Chief of Mission (DOS/COM) and the IG's initiatives and interests and uses that knowledge to advise Audits and Investigations, as appropriate.
- Coordinates special projects that are of importance to the IG/DIG and members of the SIGAR management team.
- Performs other duties as assigned.

Knowledge Requirements:

In-depth familiarity with aspects of current DOD, SIGAR and Department of State (DOS) programs in Afghanistan to include security, transportation and logistics in a contingency operation environment.

Experience interacting with the media, Congress, senior U.S. government officials, foreign officials, and international organizations.

Mastery of interpersonal relationship techniques to meet and deal effectively with others at all levels of authority.

Ability to develop long range plans and shorter-term action plans to meet staffing and mission support needs and goals.

Knowledge of and experience in an Inspector General's office or other oversight organization.

Ability to coordinate and gather information on complex issues with all levels of officials, both inside and outside the agency.

Ability to supervise and manage at a senior level.

Key Requirements:

Candidates for this position:

- may be considered essential to support of the SIGAR mission. If considered emergency essential, failure to remain in this position 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 is 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.

Applicants should send a resume by electronic transmission, to sigar.pentagon.m-s.mbx.jobs@mail.mil or fax 703-602-8753 Attention: Director of Forward Operations.