

Management Specialist - AD-0343-00 Job Announcement

Management Specialist - Kabul, Afghanistan

(\$74,872-\$100,904)

Job Summary:

This position is located in the Afghanistan office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The incumbent reports to the Chief Staff/Mission located in the Forward Operations Office. The incumbent is responsible for providing seamless support to senior staff, staff members and contractors as well as for coordinating those actions with appropriate Headquarters staff. The incumbent performs a wide variety of administrative duties for and on behalf of a senior level official relating to special and continuing projects and assignments which cross Directorate lines and have a vital impact on the operation of SIGAR and its Afghanistan office.

Duties:

The incumbent performs a wide variety of administrative duties for and on behalf of a senior level official relating to special and continuing projects and assignments which cross Directorate lines and have a vital impact on the operation of SIGAR and its Afghanistan office. The incumbent coordinates internal communications linking the Afghanistan operations to HQ and insuring timely and accurate flow of information.

The incumbent assists in establishing administrative policies and management procedures for Forward Operations functions. Analyzes processes and products for quality, accuracy and appropriateness of mission.

Arranges and coordinates with the Chief of Mission, Headquarters, and in country Directorates to ensure all details are in place for Headquarter's employees performing TDY in the AOR.

Arranges and coordinates all in-country training for employees that are arriving in-country for long term deployment.

Arranges for housing requirements for those Headquarters' employees on TDY and for permanent arrangements for employees on long-term deployment to the AOR.

Processes all foreign entitlement documentation (SF1190s) for SIGAR deployed employees, as well as those on temporary duty in AOR. Coordinates with Headquarters HR on any issues regarding employees foreign entitlements.

Serves as SIGARs main interface with the Chief of Mission's A/D Unit, Regional Security Office (RSO) and the General Services Office (GSO) for processing security requirements, facilities, housing, supplies, phone services, and other administrative processes necessary to accommodate SIGAR personnel while in country.

Serves as SIGAR's forward coordinator on all Information Technology requirements and issues with the Embassy's Information Resource Management (IRM) office.

Provides administrative support for deployment activities and liaison/interface with Headquarters on human resources and payroll issues. Coordinates staff-related matters to include entitlements, deployment, travel, in-and-out processing, and records management. Ensures accurate and timely processing of the required forms and supporting documents.

With the direction of the supervisor, maintain informal records and prepares data summaries and/or narrative analyses for inclusion in routine and special reports.

Performs other duties as assigned to include serving as a back-up assistant to Forward Operations Planning Officer.

Knowledge Requirements:

Basic knowledge of, and skill in applying a wide range of Human Resource Management (HRM) concepts, principles, laws, regulations and practices sufficient to identify, evaluate, and integrate a wide range of considerations into problem solving efforts for specific issues.

Basic knowledge of and ability to interpret and apply laws, regulations, policies, and practices to provide advice and guidelines to officials, supervisors and employees on a variety of HR functions.

General knowledge of overall SIGAR operations, missions, and organizations to effectively provide administrative support to a senior level official; solid foundation of administrative and protocol concepts and practices as well as strong organizational and office management skills; and exercises judgment and discretion in expeditiously responding to formal assignments, inquiries from other offices, agencies, and correspondence. Ability to absorb large amounts of information on fast-changing issues related to the SIGAR mission, sift through the information as well as prioritize and articulate the information quickly. Ability to effectively communicate orally and in writing; knowledge of and a high level of skill in the use of office automation systems, equipment, and software to include word processing software, database management, spreadsheets, graphics, electronic mail, and electronic forms are required.

The incumbent must possess excellent interpersonal skills, and have an ability to learn and work effectively with the Department of Defense and Department of State offices; must be able to work efficiently and accurately under pressure, with a high degree of alertness, good judgment and intelligence. The incumbent must be able to identify, analyze and develop courses of action and recommendations for resolving management problems.

The incumbent will be able to provide accurate and timely information, use correct spelling, grammar, format, and the arrangement of materials and interacting; and will be punctual and maintain excellent attendance.

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 Secret clearance.

Will require travel to Afghanistan. In support of this travel, the Management Specialist 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 electronic transmission, to sigar.pentagon.m-s.mbx.jobs@mail.mil or fax 703-602-8753 Attention: Human Resources-Management Specialist Announcement.