

## **Project Coordinator – AD - 0301 - 00 Job Announcement**

Arlington, VA

**(\$43,684 - \$100,736)**

### **Job Summary:**

This position is located in the Washington Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and reports to the Director of Research and Analysis (RAD). The incumbent serves as both an analyst and overall project coordinator for SIGAR's statutorily mandated Quarterly Report to Congress. The job includes compiling Section Two of the Quarterly Report to Congress as well as managing the production process. In addition to developing the calendar, issuing and archiving the data call, and acting as a liaison with other U.S. government agencies, the incumbent supervises the quality-control process to ensure that the report is accurate and properly sourced. The incumbent also supports the director of RAD in managing the contract for translating the Quarterly Report into Dari and Pashto, as required by SIGAR's authorizing statute. Finally, the incumbent will copy-edit the Quarterly Report and other SIGAR written products as required.

### **Duties:**

This individual has primary responsibility for managing key aspects of the Quarterly Report production cycle, including developing the data call for submission to implementing agencies and arranging meetings with implementing agencies to discuss the data call. The incumbent also serves as the SIGAR liaison with implementing agencies in collecting data for the Quarterly Report and other strategic projects assigned to RAD.

This individual is also responsible for coordinating the quality-control process, which includes assembling and managing a team to fact-check, reference-check, and review formatting of all endnotes in SIGAR's Quarterly Report to Congress.

As a member of the RAD team, the incumbent participates in planning and developing the Quarterly Report, which is released to Congress and other federal agencies as well as to foreign governments and nongovernmental organizations. Each report provides an update on the reconstruction effort in Afghanistan that includes a summary of SIGAR's work for the quarter, developments affecting the reconstruction effort in Afghanistan, and a detailed analysis of how U.S. funds are being spent.

The incumbent participates in assessing whether technical matters can be clearly understood; whether findings support recommendations; whether findings support overall report conclusions; verifies the accuracy of statistics; whether tabular material is needed; and suggests how tabular material can be clearly presented; and coordinates with the information-design staff on selection and production of photographs, charts, tables, maps, and other supporting materials for report texts.

This individual copy edits the Quarterly Report and also writes the SIGAR oversight section of the Quarterly Report. This requires the incumbent to understand all aspects of SIGAR's mission, synthesize information, and write in clear, readable prose. The job involves developing and maintaining good relationships throughout the organization.

The incumbent's research and other activities will include interactions with senior officials at DOD, DOS, USAID, and with other high-level officials involved in Afghanistan's reconstruction, to include officials as well as representatives of private industry and academia.

This individual performs other duties as assigned.

### **Knowledge Requirements:**

The incumbent must have knowledge of and ability to coordinate team efforts as well as to collect and manage data. The incumbent must be able to coordinate with others to ensure that timelines are adhered to and strict deadlines are met. The incumbent must be able to maintain a data base of information about the reconstruction effort for the whole of SIGAR. The incumbent must also have advanced computer skills, including the ability to develop complicated spreadsheets and graphics.

This position requires the incumbent to be able to synthesize material and write clearly about technical issues for a broad audience. The incumbent must have a strong familiarity with editorial best practices, including widely accepted standards as found in the *Chicago Manual of Style* and the *SIGAR Style Guide*. Position requires awareness of SIGAR practices and products. The position also requires the incumbent to understand all aspects of SIGAR's mission, synthesize information, and write in clear, readable prose. The incumbent must be highly organized and capable of keeping the editorial team on schedule. The job involves developing and maintaining good relationships throughout the organization as well as with both civilian and military personnel throughout the U.S. government.

### **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.

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 electronic transmission, to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) or fax 703-602-8753 Attention: Human Resources- Project Coordinator Announcement.**