

Subject Matter Expert (Security) - AD 0301 - 00 Job Announcement

Arlington, VA

(\$64,650 - \$141,555)

Job Summary:

This position is located in the Arlington, VA, Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and reports to the Director of the Research & Analysis Directorate (RAD) or his/her designee. The primary responsibility is writing of the security section of SIGAR's quarterly report to Congress and serving as the agency's expert on U.S. efforts to build, equip, train, and sustain the Afghan National Defense and Security Forces (ANDSF). This position is an agency asset that will be available to assist all directorates of SIGAR. The incumbent serves as a Subject Matter Expert (SME) with specific expertise in the following areas:

- U.S. and international assistance to the Afghan National Defense and Security Forces (ANDSF), particularly the Ministries of Defense (MOD) and Interior (MOI)
- U.S. security-related funding of the ANDSF including the Afghanistan Security Forces Fund (ASFF)
- U.S. foreign affairs and national defense
- Professional expert-level writing
- Past and current Afghanistan reconstruction efforts by the Departments of State and Defense, Combined Security Transition Command-Afghanistan (CSTC-A), International Security Assistance Force (ISAF), Resolute Support (RS) mission, and other U.S. government entities.

The incumbent will provide writing and analytical services to support all aspects of SIGAR's mission. All resources of SIGAR may be considered available to the incumbent in support of the projects assigned and is responsible for organizing the available assets to produce quality research and reports which address the issues assigned. Travel to Afghanistan may be required.

Duties:

Serves as a Subject Matter Expert on issues related to the U.S. effort to improve security in Afghanistan through the building, training, equipping, and sustaining of the ANDSF. Writes the security section of SIGAR's Quarterly Report to Congress. This section includes data relating to the obligation and disbursement of U.S. funds for programs to develop the ANDSF as well as analysis of developments in the security sector. The incumbent also provides writing and analytical services that support the planning, coordination, and development of guidance that leads to improved overall integration of SIGAR's mission with existing and new initiatives, projects, programs, and planning and management control processes. The primary

clients of these reports are Congress and other federal agencies as well as to foreign governments and non-government organizations.

Each report represents an original effort to include updating development in the U.S. reconstruction effort, identifying problems, and proposing corrective actions. The incumbent must be able to conduct independent research, analyze documents, and synthesize information, as well as write clearly and accurately. Incumbent's research and other activities will include interactions with senior officials at DOD and with other high-level officials involved in the Afghanistan reconstruction process, to include foreign government officials as well as representatives of think tanks and academia. The incumbent also identifies unique information sources through internet and library searches, contacts with experts and concerned organizations, and other pertinent data resources. Carries out in-person and telephone interviews of persons of interest to SIGAR, records findings, provides them to appropriate SIGAR staff and databases for further use, and integrates data and insights developed from them into SIGAR reports and other research products.

The incumbent is tasked with ensuring that technical matters can be clearly understood by a general audience and that findings are sufficiently supported by evidence. The incumbent will also work with data visualization specialists to ensure that quantitative data is clearly presented.

At inter-agency and other meetings, the security subject matter expert provides research and analysis on issues of concern, suggests methodologies for resolving issues, and provides leadership in implementing solutions to problems.

Performs other duties as assigned by the Director of RAD, including assisting various SIGAR directorates in projects and audits that require the Subject Matter Expert's skills and knowledge.

Knowledge Requirements:

Expert and comprehensive knowledge of Afghanistan, particularly related to security. Expert and comprehensive knowledge of and ability to apply oral and written communication techniques to effectively and accurately present technical and explanatory information. Expert knowledge of and skill in the visualization of complex processes and procedures to facilitate communication of concepts, programs, projects and systems to senior leaders, paired with expert presentation, persuasion and team-building skills. Expert knowledge of and skill in project management, spreadsheet, Microsoft Word and presentation graphics applications, with additional skills in Internet utilization to perform research and analysis. In addition, the incumbent should possess:

- Detailed knowledge and understanding of the ANDSF-related aspect of the Afghanistan reconstruction effort. Such experience would typically be gained through sustained work for or with the U.S. military and/or ISAF/RS in Afghanistan, relevant oversight entities, Afghan security programs/projects, or other government or non-government organization specializing in Afghan security issues.

- Expert-level oral and written communication skills to effectively and accurately present technical and explanatory information. Writing ability should be at a level that would require minimal editorial guidance.
- Skill in the visualization of complex processes and procedures to facilitate communication of complex concepts, programs, projects, and systems to a general audience.
- Knowledge of and skill in project management, spreadsheet, and presentation graphics applications, with additional skills in Internet utilization to perform research and analysis.
- Demonstrated ability to self-initiate research from conception through final written product with minimal supervision.

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 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 or fax 703-602-8753. Please be sure to have “Subject Matter Expert (Security)” in the subject.