

Recommendation Coordinator AD-0301 Job Announcement

Arlington, VA

(\$77,490 - \$141,555)

Job Summary:

This position is located in the Office of the Special Inspector General for Afghanistan Reconstruction's (SIGAR) headquarters in the Arlington, VA, and reports to the Assistant Inspector General for Audits and Inspections (AIG-A&I) within the Audits and Inspections Directorate (A&I). The incumbent manages A&I's recommendation follow up program and serves as SIGAR's primary liaison on audit and inspection matters with the Joint Planning Group for Overseas Contingency Operations/Southwest Asia (JPG OCO/SWA); the Offices of Inspector General (OIG) for the Department of Defense (DOD), Department of State (State), and the U.S. Agency for International Development (USAID); the Government Accountability Office (GAO); and other audit agencies, as appropriate. The incumbent also assists the AIG-A&I and Deputy AIGs with developing and maintaining the audit and inspections annual work plan and compendium. Finally, the incumbent manages the distribution of A&I products, to include notification letters, draft reports for agency comments, and final reports and alert letters for embargo to agencies and public issuance.

Duties:

- The incumbent tracks the status of all recommendations made in SIGAR's audit and inspection reports and regularly follows up with the relevant agencies on the status of open recommendations.
- The incumbent maintains the information agencies provide, organized by audit or inspection product, on SIGAR's network drive and organizes all correspondence with the agencies in the A&I reports mailbox for retrieval and archiving.
- The incumbent responds to requests from SIGAR's other directorates, such as Congressional Relations and Government Affairs, and the Research and Analysis Directorate, on the status of SIGAR's recommendations and potential cost savings for testimonies, quarterly reports, and congressional requests, and other external requests.
- The incumbent serves as SIGAR's primary liaison with the JPG OCO/SWA, led by DODIG, and provides regular updates on the status of SIGAR oversight work, specifically audits, inspections, special projects, and lessons learned, coordinating with the Offices of Special Projects and Lessons Learned, as needed. The incumbent represents SIGAR at quarterly JPG OCO/SWA meetings and more frequent meetings, and reports on those meetings to the AIG-A&I and Deputy AIGs, and the Directors of Special Projects and Lessons Learned, and the Chief of Staff, as appropriate.
- The incumbent serves as A&I's primary liaison with DOD OIG, State OIG, USAID OIG, GAO, and other audit agencies on the status of planned, ongoing, and completed audit and inspection work.

- The incumbent assists the AIG-A&I and Deputy AIGs in developing and updating the directorate's annual work plan and compendium, and plans and carries out A&I's annual planning conference.
- The incumbent manages the distribution of A&I products, to include notification letters, draft reports for agency comments, and final reports and alert letters for embargo to agencies and public issuance, through the Audit & Inspection Reports mailbox.

Knowledge Required:

- Knowledge of accounting, auditing, or program management in an Inspector General or audit agency; generally accepted government auditing standards (GAGAS); and the Council of Inspectors General on Integrity and Efficiency (CIGIE) *Quality Standards for Inspection and Evaluation*.
- Extensive experience managing multiple projects and achieving stated goals and requirements. Expertise in interpersonal techniques to meet and deal effectively with others at all levels of authority and exert a positive influence.
- Expert knowledge of and skill in using spreadsheet, word processing, and database applications, particularly Microsoft Excel, Word, and Access.
- Expert ability to communicate orally and in writing to diverse audiences, including senior level U.S. government officials.

Other Requirements:

Incumbent occupies a position that may be considered essential to support the SIGAR mission. If your position is considered emergency essential, failure to remain in your position may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).

Domestic and overseas travel may be required. For overseas 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.

This position requires the incumbent to complete a Form SF 312, Classified Information Nondisclosure Agreement.

The incumbent may be required to submit an Executive Branch Confidential Financial Disclosure Report.

This incumbent must be eligible for and be able to maintain a SECRET clearance.

Reemployment of Annuitants:

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in their Federal Government 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- Recommendation Coordinator Announcement.