

Report Reviewer – AD - 0301 - 00 Job Announcement

Arlington, VA

(\$64,650 - \$160,300)

Job Summary:

This position is located in the Arlington, VA, office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and reports to the Assistant Inspector General (AIG) of the Audits and Inspections Directorate. The incumbent serves as a Report Reviewer for the Audits and Inspections Directorate, providing services that contribute to the quality of various products issued by the directorate. The incumbent also supports other directorates/offices as approved by the AIG. Travel to Afghanistan may be required.

Duties:

The incumbent serves as the final technical reviewer for Audits and Inspections Directorate reports and other products. Communicates with and provides feedback on the quality of reports completed by directorate staff. Monitors, prioritizes, and tracks work in progress, and provides quality control reviews and technical editing of reports generated. Provides mentoring, coaching, instruction, direction, and guidance to the staff in the development and writing of reports.

Reviews and makes changes as necessary to assigned reports, including completing the cross checks for accuracy against other reports in process or previously published. Reviews, identifies, and resolves problems in reports. Provides technical direction and guidance, participates in providing quality input to staff, and identifies improvements necessary for their reports so that their performance in report writing and data collection continuously improves.

Reviews and technically edits reports to ensure 100% accuracy, completeness, and quality. Ensures each report is available for on-time delivery to the Special Inspector General with any accompanying correspondence.

Communicates with the AIG regarding quality of reports and issues that should be brought to a management's attention in advance of the reports being published. Provides accurate information regarding the attributes and parameters of the reports prior to issuing them to the relevant agencies, Congress, and the public.

The incumbent recommends improvements the visual appeal of reports by working with the audit and inspection teams, and SIGAR's graphics specialists to develop tables, charts, figures, and photos for use in the products issued by the directorate.

The incumbent performs other duties as assigned.

Knowledge Requirements:

Expert knowledge of and experience conducting audits and/or inspections in accordance generally accepted government auditing standards and the Council of the Inspectors General on Integrity and Efficiency's *Quality Standards for Inspection and Evaluation*, respectively. Experience working at the U.S. Government Accountability Office or a federal government Office of Inspector General is highly desirable.

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 using project management, spreadsheet, word processing, and presentation graphics applications.

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 Attention: Human Resources- Report Reviewer Announcement.