

# **Senior Program Analyst (Senior Methodologist) AD-0343 Job Announcement**

**Arlington, VA**

**(\$76,378 - \$139,523)**

## **Job Summary:**

This position is located in the Office of the Special Inspector General for Afghanistan Reconstruction's headquarters in Arlington, VA. The incumbent may be required to do short-term travel to Afghanistan.

The incumbent is considered an expert in developing, applying, and communicating complex analytical methodologies and is skilled at strategically planning and executing multi-stage, quantitative and qualitative analytical projects. The incumbent may analyze, which may include leading teams of auditors, and advise senior leadership on current and projected U.S.-funded reconstruction programs in Afghanistan to evaluate their actual or potential effectiveness, efficiency, management, and oversight. The incumbent serves as a technical expert responsible for audit program and data management within all phases of the audit cycle: planning, executing and reporting, pursuant to statutory guidance. The incumbent reports to the Assistant Inspector General for Audits and Inspections (AIG-A&I) or his/her designee.

## **Major Duties:**

Provides statistical methodology and management support for government originated data analysis, both ongoing and custom studies. Develops tactical study plans in answer to audit and other questions, performs quantitative research, and provides written summaries of analytical results. The incumbent provides statistical and operations research, econometric, mathematical, and survey support to SIGAR audits, and communicates findings via a broad range of written products and verbal presentations.

Advises and works to collect data and cleans, builds, and manipulates datasets, in partnership with audit teams. Assesses data for reliability purposes and creates plans and products to mitigate and communicate data reliability weaknesses. Provides a range of data presentation products, including graphic and text-based. As required, prepares statistical or other special reports covering program areas, and evaluates office procedures, including internal controls, tracing and verifying, and other quality assurance activities.

Plans, coordinates, and conducts independent reviews of each major project; establishes procedures and other program criteria for determining and controlling resource requirements; analyzes problems and difficulties encountered in program development and provides guidance to other elements of the organization, other government agencies and contractors to assist in initiating and expediting appropriate actions. Accesses costs and benefits of determined courses of action, and recommends methods that will permit successful project completion under limited deadlines taking into account resource limitations and project requirements.

Conducts and leads statistical, quantitative, and qualitative analyses to derive conclusions from studies, and identifies new opportunities for products and value-added analytics. Works on

projects of complex scope where judgment is used within broad range of defined procedures and practices. Develops new applications and methodologies for existing or newly acquired data. Leads design efforts in selecting statistical methodology for use in the development and launch of new products.

Participates in reviews and discussion of audit plans, goals, objectives and changes to policies, shifts in priorities, and problems confronting auditors. Analyzes/evaluates results of these actions against audit program accomplishments and in process audits; uses results to adjust on-going audits or to plan future audits. Select and implement statistical analysis appropriate to problems presented. Effectively communicates in written documents and oral briefings why studies were initiated, justification of method selected, results, conclusions, and recommendations. Engages audit teams and internal senior management officials on design and methodological issues in a manner consistent with their needs and expectations.

Recommends required training, training materials and functions for subordinate methodology staff and audit staff assigned to data-intensive products. Covers a variety of actions, including congressional requests, specific audit and special projects analyses, materials for testimony/briefings, internal/external task forces, etc.

Makes recommendations concerning objectives and Go/No Go decisions. Identifies significant problems relating to staff direction to be resolved by the designated supervisor. Maintains high-level awareness of prior, ongoing, and planned audit products to provide contextual awareness to audit teams; works in partnership with other directorates to ensure organizational consistency and synchronization. Obtains definitive information regarding audit approaches and accomplishments, requests additional information as needed, discusses status of site visit plans and findings and adjusts methodology where necessary. Also, leads workshops in which representatives from audit discuss methodological trouble-shooting. Makes in-process reviews and any adjustments required to meet program objectives.

Attends entrance and exit conferences and other audience meetings as appropriate, and ensures the quality of requests for information and data calls. The audit plans will include the functional responsibilities of the various programs supporting the projects, specific project assignments, audit objectives covering contingencies, specific questions on program status, and requires an analysis of problem areas and development of any initial findings or observations. This document may become a permanent SIGAR planning document and serve as SIGAR's guidance for performing subsequent audits of the area or function.

Reviews and approves analysis plans, field site visit plans and procedures, tentative findings/draft reports, and report objectives, scope and methodology statements. May analyze the findings of audit teams at various levels, consolidates, reports, and develops a summary report of audit findings addressing systemic problems requiring senior level management actions and/or individual reports for responsible officials. Discusses findings with responsible organizational elements to develop a constructive, concise final report.

Clearly communicates methodological approaches, procedures, and findings to a wide audience, including teams of auditors and analysts, senior leadership, and external officials, verbally, in writing, and (as appropriate) using data visualization aids and other multi-media communication methods. Briefs senior level officials to present report methodologies and results, explain the significance of conclusions, justify findings and recommendations, and answer questions on audit methodologies as required and negotiate and resolve controversial issues. Prepares, reviews, and validates final audit report package and participates in the

official agency reply process, and, when necessary, defends or develops suitable alternatives during report adjudication processes.

Advises AIG-A&I and Deputy AIGs on methodologies to identify and correct gaps, weaknesses, or other problems in audit reports. This is usually done by preparing an advisory report which describes problems, tests (checklists) to detect weaknesses, and identifies controls necessary to eliminate the problems.

Reviews and approves draft reports, ensuring reports meet generally accepted government auditing standards. Participates in exit conferences with high ranking officials and presents report results, explains the significance of conclusions, justifies recommendations, answers questions on audit methodologies as required, and negotiates and resolves controversial issues. Assists audit teams in preparing SIGAR's position for official reply process and, when required, represents the Agency in the adjudication process.

### **Knowledge Required:**

Knowledge of accounting, auditing or program management in an audit agency is highly desirable to assist teams in conducting very broad audit assignments requiring an integrated analysis of a number of different operational programs, functions or accounting systems. The majority of the audits are of national interest, i.e., Congressional and media, and, in some cases, have international involvement or impact.

Expert knowledge of functions, processes, and principles of management (e.g., management practices, theories, and methodology of management) sufficient to organize and develop analyses or studies that will lead to improvement of overall operations. Assignments require skill in conducting detailed analyses of complex-multi-mission contractor functions and work processes.

Expert knowledge and skill in applying analytical and evaluative methods and techniques to complex projects from the preplanning phase through completion and final delivery of the product/service. This includes knowledge of contract administration, types of funding, and management philosophy.

Expert level proficiency using software, particularly Excel, to organize and analyze data.

Knowledge of the overall mission of the Special Inspector General for Afghanistan Reconstruction is required. Familiarity with U.S. reconstruction and international development efforts, foreign policy, and military engagement in Afghanistan highly desired.

Extensive experience managing multiple programs 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.

Extensive experience to communicate technical information verbally and in writing in preparation of required reports.

## **Other Requirements:**

Incumbent occupies a position that may be considered essential to support of 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).

Overseas travel may be required. 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.

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 TOP SECRET clearance.

## **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 email to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) with Senior Program Analyst (Senior Methodologist) on the subject line.**