

Senior Program Manager AD-0340 Job Announcement

Arlington, VA & Kabul, Afghanistan

(\$117,191 - \$166,500)

Job Summary:

The position is located in the Arlington, VA office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) with duty, on a long-term temporary duty (TDY) status, in Kabul, Afghanistan. The incumbent is a member of the Audits and Inspections Directorate (A&I) and reports to the Assistant Inspector General for Audits and Inspections (AIG-A&I) through the Deputy Assistant Inspector General for Audits & Inspections (DAIG-A&I). The incumbent is considered an expert in developing and applying audit techniques and methodologies, and is skilled at planning and executing complex performance audits and inspections. The incumbent oversees and manages teams of auditors, program analysts, engineers, and locally employed staff analyzing programs, projects, and/or contracts implemented as part of the U.S. reconstruction effort in Afghanistan to assess their expected and actual effectiveness and costs, agency oversight, and other matters. The incumbent oversees all phases of the audit and inspection cycle from planning through fieldwork to reporting on the results pursuant to statutory guidance and government auditing standards.

Major Duties:

Oversee and manage teams of auditors, program analysts, engineers, and locally employed staff through the planning, conducting, and reporting on comprehensive performance audits and inspections of reconstruction programs and projects implemented using U.S. reconstruction funds to improve the effectiveness, efficiency, and oversight of these efforts; detect and prevent waste, fraud and abuse; ensure compliance with laws and regulations; and review adherence to internal control and other applicable standards. These audits primarily cover efforts implemented by the Department of Defense (DOD), the Department of State (State), and the U.S. Agency for International Development (USAID), but could involve any U.S. government department or agency funding and/or implementing reconstruction efforts in Afghanistan.

Oversee teams' efforts to obtain sufficient, relevant, and reliable evidence through site visits, observation, inquiries, document reviews, qualitative and quantitative analysis, and interviews to provide reasonable basis for an opinion regarding the activity or organization under examination. Ensure that audits and inspections comply with applicable standards, including generally accepted government auditing standards, CIGIE standards for inspections and evaluations, and SIGAR's audit and inspection policies and procedures.

Participate in defined milestone meetings and regular discussions with the AIG-A&I and DAIG-A&I to review the audit and inspection objectives, scope, and methodology; status of fieldwork and any obstacles impacting the work; preliminary observations; and proposed findings and recommendations. When the team confronts challenges, assess the impact on the work and proposes actions to resolve or lessen any negative impacts.

Oversee teams as they conduct background research, prepare requests for information, and conduct analyses of documents and data from a variety of sources to obtain evidence that supports audit findings and conclusions.

Lead and participate in meetings with agency officials and congressional staff to discuss the audit objectives, scope, and preliminary timelines; obtain information needed to meet the objectives; and present and explain the audit results and recommendations.

Oversee the development and presentation of written reports and oral briefings for senior SIGAR leaders and external officials regarding significant findings that cover the conditions discovered, applicable criteria, their cause and effect, and recommendations resulting from audit and inspection work. Reviews teams' responses to agency comments and, when necessary, defending or developing suitable alternatives based on those comments. Represent SIGAR in coordination, facilitation, and discussions with Congressional and other federal agency officials relating to proposed, ongoing and completed audits. Participate in audit and inspection design commitments and report message agreement conferences for audits conducted by SIGAR staff and make recommendations to the AIG-A&I on go/no-go decisions for continuation, modification, or termination of audit and inspection projects.

Oversee in the development of recommendations to DOD, State, USAID, and other U.S. government department or agency senior leaders regarding actions they should take to remedy issues identified in audits and inspections to promote compliance, efficiency, effectiveness, and accountability in the administration of reconstruction programs, projects, and operations in Afghanistan.

Assess the progress of corrective measures taken by DOD, State, USAID, and other U.S. government departments or agencies to implement the recommendations.

Coordinate with other SIGAR offices and directorates, such as Investigations, General Counsel, Lessons Learned, Research and Analysis, and Quality Control, as needed to complete audit work.

Makes recommendations to the DAIG-A&I and AIG-A&I in the appointment, promotion, and reassignment of personnel within A&I and provides direction to staff and other A&I operations support personnel. Screens, interviews, and recommends applicants for positions within A&I, addresses employee concerns, and supports appropriate training opportunities.

Assist the DAIG-A&I and AIG-A&I in anticipating information needs of external parties and facilitates making this information readily available.

Report to the DAIG-A&I and AIG-A&I on team, individual work accomplishments, progress, and problems in mastering tasks, work processes, and individual/team training needs. Support a management culture that provides for period performance appraisal reviews of all audit staff and managers; empowers employees to excel in their positions; improves the quality of life at the work place; provides fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex (including pregnancy, gender identity and sexual orientation), marital status, age, or disability; and ensures proper regard for employees' privacy and constitutional rights.

Participate in the planning and execution of the Special Inspector General and Deputy Inspector General visits to Afghanistan. Interfaces directly with senior U.S. civilian and military officials

(including the U.S. Embassy Mission, the Department of Defense, the Resolute Support mission, USFOR-A, and US Central Command (CENTCOM) to represent and secure support for SIGAR's mission and operational needs and to communicate SIGAR's staffing, direction, development, and planning efforts. Interactions and personal involvement will address, for example, travel and transportation security needs for SIGAR personnel operating in Afghanistan, work and housing space for SIGAR personnel in Afghanistan, information technology and communications requirements, and other general operational needs of the agency.

Conveys substantive Afghan government concerns to SIGAR headquarters and provides recommendations to the Special Inspector General/Deputy Inspector General/AIG-A&I and other senior staff on possible responses.

Remains current with issues and activities in Afghanistan that may be relevant to DOD, DOS/USAID/COM and the Special Inspector General's initiatives and interests and uses that knowledge to advise A&I, as appropriate.

Perform other duties as assigned.

Knowledge Requirements:

Extensive knowledge of auditing and program management techniques in an audit agency is necessary to conduct very broad audit or inspection assignments requiring an integrated analysis of a number of different operational programs, functions or accounting systems. Many of the audits are of national interest to the relevant agencies, Congress, the public, and the media, and, in some cases, have international involvement or impact.

Mastery of the theory, concepts, practices, and techniques of auditing, to include generally accepted government auditing standards and the identification of conditions, causes, criteria, effect, and recommendations.

Extensive knowledge of and ability to detect and prevent waste, fraud, and abuse in one or more of the following areas: federal contracting practices; program management, evaluation, and oversight; national security, foreign affairs, and development programs implemented or funded by the State, DOD, and USAID; strategic planning; and U.S. government funding mechanisms and requirements.

Interpersonal skills including the ability to interview, negotiate, and brief senior officials; superior ability to lead multi-agency audit teams in the development of audit plans, conduct highly complex audit projects, and write reports to substantiate findings.

Excellent analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop expert recommendations based on qualitative and quantitative data, and arrive at a clear, logical, concise conclusion.

Ability to exercise sound judgment and form objective conclusions/recommendations, monitor compliance, and evaluate the effectiveness of recommendations based on empirical facts, evidence, and other pertinent information.

Skill in applying analytical and evaluative methods and techniques to complex projects from the preplanning phase through completion and final delivery of the product.

Thorough knowledge of the overall mission of the Special Inspector General for Afghanistan Reconstruction.

Extensive experience managing multiple tasks 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 communicating technical information orally and in writing in preparation of required reports or other written products.

Seasoned professional with experience in the following areas: leading audit or inspection teams planning, performing, and reporting on the results of performance audits or inspections of U.S. government departments and agencies; developing and executing project work plans; defining objectives, scope, and requirements; reviewing and analyzing data, identifying deficiencies, writing reports, and making recommendations and/or recommending best practices to improve program operations; working effectively with individuals and/or other agencies; and providing guidance to less experienced staff.

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 is 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 via email to sigar.pentagon.m-s.mbx.jobs@mail.mil with "Senior Program Manager" in the subject line.