Special Assistant AD-0301 Job Announcement

Arlington, VA

$43,057 – $68,465

Job Summary:

The incumbent serves as the special assistant and the principal administrative resource to the Special Inspector General for Afghanistan Reconstruction. The incumbent performs a number of support functions requiring knowledge of administrative functions, policies, office procedures, instructions, regulations, and directives as they relate to the organization.

Duties:

Independently manages the organization's suspense system to ensure timely responses to assigned tasks are accomplished. Reviews documents for accuracy and completeness prior to forwarding to the Inspector General (IG) for signature. Works closely with the Chief of Staff to ensure all response obligations are on track for timely completions.

Maintains calendar for supervisor, exercising complete control over appointments, with complete authority for commitments of time. Accepts or declines invitations to meetings and arranges for representation by a subordinate official as necessary. Reminds the supervisor of scheduled appointments and subject matter to be discussed.

Arranges meetings and conferences including space, time, staff, agenda, and background material. Attends conferences/meetings as required, notes commitments made, and follows up with staff members to ensure completion of needed actions.

Receives and reviews all incoming correspondence, establishing controls on certain items and replies to administrative correspondence not requiring the supervisor's attention. Routes correspondence to appropriate staff member(s). Prepares complex but non-technical answers to queries and actions from the IG. Assembles necessary material to compose correspondence, securing and summarizing information from a variety of sources in the immediate office and subordinate organizational elements. Reviews all outgoing correspondence for clarity, proper format, grammar, typographical accuracy, proper coordination and attachments. Screens all publications, directives, and periodicals and brings those of significance to supervisor's attention.

Works closely with agency Travel Division to make travel arrangements for the IG. Coordinates visits to Afghanistan with the Forward Operations office to ensure schedule meets the IG’s expectations.

Advises the IG of important office matters arising during his/her absence and calls attention to significant items in reports, files, and correspondence.

Oversees maintenance of the master policy file and SOPs. Tasks and disseminates administrative work to support personnel throughout the regional HQ. Gathers, analyzes, and evaluates information to ensure timely performance of work and that quality standards are met;

accepting, amending, or rejecting work as appropriate.

The incumbent is considered as an authority on all correspondence policies and procedures when reviewing all incoming correspondence. Coordinates all required activities and prepares consolidated reports or responses. Provides assistance to tasked parties to assemble appropriate responses. Briefs IG, Chief of Staff and Deputy IG on status or problems, special studies and other matters of special interest. Serves as the primary coordinator and analyst of all replies to special correspondence. Prepares tasking memorandum for actions directed by the IG and ensure the taskings are forwarded to the appropriate staff for action. Perform security duties by controlling and classified material assigned to the IG.

In conducting day to day office operations, receives telephone and personal callers, screens those which should be diverted to subordinate offices and tactfully refers them as appropriate; immediately alerts appropriate individual regarding referral. Anticipates IG's need for background information for use in correspondence, telephone calls, attendance at civic and social functions, etc., searches office files and records for information or obtains from appropriate source and relays to supervisor either orally or in written summary.

Determines the need for, and coordinates courtesy visits of VIPs. Assures proper planning and direction for social functions for the agency (e.g., promotion/award ceremonies and special functions). Prepares After Action Reports following major events.

Performs other duties as assigned.

Knowledge Required:

Ability to effectively provide administrative support to a senior level official; solid foundation of administrative and protocol concepts and practices as well as strong organizational and office management skills; ability to exercise judgment and discretion in expeditiously responding to formal assignments, inquiries from other offices, agencies, and correspondence. Ability to absorb large amounts of information on fast-changing issues related to an agency’s mission, sift through the information as well as prioritize and articulate the information quickly. Ability to effectively communicate orally and in writing; knowledge of and a high level of skill in the use of office automation systems, equipment, and software to include word processing software, database management, spreadsheets, graphics, electronic mail, and electronic forms are required.

The incumbent must possess excellent interpersonal skills, and have an ability to learn and work effectively with the media as well as with Congressional, Department of Defense and Department of State offices; must be able to work efficiently and accurately under pressure, with a high degree of alertness, good judgment and intelligence. The incumbent must be able to identify, analyze and develop courses of action and make recommendations for resolving management problems.

The incumbent must be able to provide accurate and timely information, use correct spelling, grammar, format, and be punctual and maintain excellent attendance.

Other 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.

Overseas travel may be required. In support of this travel, the incumbent is 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.

Submission of Resume:

Applicants should send a resume via email to sigar.pentagon.m-s.mbx.jobs@mail.mil with **"Special Assistant"** in the subject line.