SIGAR | Office of the Special Inspector General for Afghanistan Reconstruction

SIGAR Student Employment Program (Summer 2016)

INTRODUCTION. The Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR), located in Arlington, Virginia is considering students for General Administrative and Office Services Intern positions for summer of 2016. SIGAR is looking for energetic, enthusiastic, and exceptional students who are interested in learning about working for the Federal Government as well as supporting SIGAR's mission efforts. Positions filled under this program will end on or before September 16, 2016. To learn more about SIGAR, and other career opportunities, please visit our website at www.sigar.mil.

WHO MAY BE CONSIDERED? To be eligible for this internship *ALL* of the following requirements *MUST BE MET:* (1) U.S. Citizen; (2) able to pass a background investigation; (3) registered in the Selective Service (as required); (4) actively enrolled as a part-time degree-seeking student – at the minimum – at an accredited educational institution; (5) possess and maintain a GPA of 2.5 or higher on a 4.0 scale; and (6) maintain student eligibility and enrollment throughout the duration of the appointment. *Graduated students will not be considered for this internship beyond his/her graduation date without proof of future enrollment in an accredited education institution.*

POSITIONS TO BE FILLED. SIGAR will be filling General Administrative and Office Services positions in the following agency organizations:

Investigations Directorate: SIGAR's Investigations Directorate conducts criminal and civil investigations relating to programs and operations supported with U.S. reconstruction dollars. It prevents and detects waste, fraud, and abuse through criminal prosecutions, civil actions, forfeitures, monetary recoveries, and suspensions and debarments. Students will assist the Criminal Investigators and Investigative Analysts where needed, including inputting information into a Case Management System. Positions are suited for students who are focusing their studies in Criminal Justice, Law or Business related fields**.**

Audits and Inspections Directorate: SIGAR's Audits and Inspections Directorate conducts a wide range of audits to fulfill its legislative mandate. SIGAR audits range from assessments of program direction to narrower examinations of specific contracts or aspects of contract and program management. Students will assist the Auditors and Program Analysts in various tasks, such as data input, verification, and manipulations. Positions are suited for students who are focusing their studies on Accounting, Auditing, or Business Related fields.

General Counsel: SIGAR's General Counsel (GC) provides legal advice and services to the Inspector General and members of the staff. The GC is the legal expert on all litigation and criminal matters relating to the agency's authority and operations. The student positions in GC are designed for students in Law School.

Management and Support Directorate: The Management and Support Directorate advances SIGAR's mission in five key areas: Human Resources Management; Budget; Acquisition, Logistics, and Facility Management; Security and Safety Management; and Information

Technology Management. Students will assist in any of the five areas shown above. Positions are suited for students who are focusing their studies in Business related fields, Information Management, Security or Logistics.

Public Affairs Directorate: The Public Affairs Office is responsible for news media, internal website, marketing activities and inquires from the public about SIGAR. Positions are suited for students who are focusing their studies in Journalism, Public Relations, or Communications.

Congressional Relations and Government Affairs Directorate: The Congressional Relations and Government Affairs Directorate is responsible for providing information to Congress and other government agencies about SIGAR's oversight activities. Positions are suited for students who are focusing their studies in Political Science, Journalism, or Communications.

Research and Analysis Directorate: The Research and Analysis Directorate is responsible for producing the congressionally mandated quarterly report to Congress on the status of reconstruction effort in Afghanistan. Positions are suited for students who are focusing their studies on Political Science, International Studies, Journalism, Communications or Graphic Arts.

Special Projects Directorate: The Special Projects Directorate is responsible for examining emerging issues and deliver prompt, actionable reports to federal agencies and the Congress. The team conducts a variety of assessments, producing reports on all facets of Afghanistan reconstruction. Positions are suited for students who are focusing their studies in Political Science, International Studies, Journalism, Law, Investigative Studies, or Accounting.

Lessons Learned Program: The Lessons Learned Program is responsible for conducting a comprehensive examination of the US involvement in Afghanistan since 2001 to identify key lessons and actionable recommendations to help improve current and future reconstruction efforts. The Program is broken into specific projects that focus on thematic areas within the reconstruction such as security sector assistance, anti-corruption efforts, counternarcotics interventions, stabilization initiatives, economic development, etc. Positions are suited for students who are focusing their studies on Political Science, International Studies, Statistics, History, and Regional Studies.

SALARY RANGES. Salaries for SIGAR's Student positions are based on completed education or a combination of education and experience. Salaries typically range from $25,733 to $53,435 per annum.

APPLICATION REQUIREMENTS. Applicants must submit a cover letter, resume, and transcripts as well as clearly stating ***ALL*** of the following or the application will ***not*** be considered:

- Country of citizenship
- Anticipated graduation of current degree, or acceptance of future enrollment
- Directorate(s) of interest

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SUBMISSION OF APPLICATION. Applicants should email all documentation with **"Student Employment Summer 2016**" in the subject line to sigar.pentagon.m-s.mbx.jobs@mail.mil by February 29, 2016.