

Subject Matter Expert AD-0301-00 Job Announcement

Subject Matter Expert – Arlington, VA

(\$89,033-136,771)

Job Summary:

This position is located in the Arlington, VA Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and reports to the Director of Information Management or his/her designee. The incumbent serves as a Subject Matter Expert on U.S.-funded efforts to promote good governance in Afghanistan. The incumbent writes the governance section of SIGAR's Quarterly Report to Congress and also provides assistance as needed to other SIGAR directorates. The incumbent will provide writing and analytical services to support all aspects of SIGAR's mission. All resources of SIGAR may be considered available to the incumbent in support of the projects assigned and is responsible for organizing the available assets to produce quality research and reports which address the issues assigned. Travel to Afghanistan may be required.

Duties:

Serves as a Subject Matter Expert on issues related to the U.S. effort to improve governance in Afghanistan. Writes the governance section of SIGAR's Quarterly Report to Congress. This section includes data relating to the obligation and disbursement of U.S. funds for programs to improve governance as well as analysis of developments in the governance sector. The incumbent also provides writing and analytical services that support the planning, coordination and development of guidance that leads to improved overall integration of SIGAR's mission with existing and new initiatives, projects, programs, and planning and management control processes. Written reports are released to Congress and other federal agencies as well as to foreign governments and non-government organizations.

Each report represents an original effort, updating development in the U.S. reconstruction effort, identifying problems and proposing corrective actions. The incumbent must be able to conduct independent research, analyze documents, and synthesize information, as well as write clearly and accurately. Incumbent's research and other activities will include interactions with senior officials at DOD, DOS, USAID, and with other high-level officials involved in the Afghanistan reconstruction process, to include officials as well as representatives with private industry and academia. The incumbent also identifies unique research information sources through internet and library searches, contacts with experts and concerned organizations, and other pertinent resources. Carries out in-person and telephone interviews of persons of interest to SIGAR, records findings, provides them to appropriate SIGAR staff and databases for further use, and integrates data and insights developed from them into SIGAR reports and other research products.

The incumbent also assesses whether technical matters can be clearly understood; determines whether findings support recommendations; determines whether findings support overall report

conclusions; verifies the accuracy of statistics; determines whether tabular material is needed; and suggests how tabular material can be clearly presented.

At inter-agency and other meetings, the governance subject matter expert provides research and analysis on issues of concern, suggests methodologies for resolving issues, and provides leadership in implementing solutions to problems.

Performs other duties as assigned by the Information Management Director, including assisting various SIGAR directorates in projects and audits that require the Subject Matter Expert's skills and knowledge.

Knowledge Requirements:

Expert and comprehensive knowledge of Afghanistan, particularly related to Governance. 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 project management, spreadsheet, Microsoft Word and presentation graphics applications, with additional skills in Internet utilization to perform research and analysis.

Key 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 would 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.

Form SF 312. 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 or Public Financial Disclosure Report.

This position has been designated as critical sensitive and the incumbent must be eligible for 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 electronic transmission, to sigar.pentagon.m-s.mbx.jobs@mail.mil or fax 703-602-8753 Attention: Human Resources- Subject Matter Expert Announcement.