

# **Writer-Editor AD-1082-00**

## **Job Announcement**

Arlington, VA

**\$90,823-\$139,523**

### **Job Summary:**

This position is located in the Arlington, VA, Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The primary responsibility for the incumbent of this position is to contribute editorial expertise and writing ability to SIGAR's Lessons Learned Program (LLP) in support of its research projects and reports.

The incumbent is considered an expert in advising and assisting authors in developing high-quality research reports. The incumbent will be responsible for working with leads of research projects in making substantial and structural edits to written work, as well as establishing a unified tone across reports suitable for an official government publication. The incumbent will also be responsible for ensuring that written products adhere to LLP standards of evidence and managing LLP's fact-checking process, which verifies the accuracy of information in the report. The incumbent will work with other components in SIGAR to prepare reports for publication, including helping with the design, layout, and formatting of products. Additional responsibilities include writing special reports for LLP. The incumbent reports to the Director of the Lessons Learned Program or his/her designee.

### **Duties:**

Provides editorial and writing support to the LLP projects aimed at improving the overall clarity, impact, and effectiveness of reports and other written products. Works with manuscripts prepared by others who usually are experts in their fields, but not necessarily in writing or LLP guidelines by:

- 1) Developing and maintaining style, format, and evidence guidelines, in coordination with the Director, which are consistent with: a) agency policy; b) government, agency, and commonly-accepted style requirements; and c) other information and products presented by the agency;
- 2) Creating and providing required training and training materials to LLP staff on editorial and writing guidelines for LLP.
- 3) Advising and assisting the authors during the writing stage to ensure that products being developed adhere to the style, format, and evidence guidelines;
- 4) Examining the content, organization, sequence, length, and tone of manuscripts and making necessary structural edits and modifications to ensure the product is appropriate

to the level of knowledge and expected reaction of the intended audience. As part of this effort, the incumbent will assess potential audiences for reports and better understand how to structure argumentation to be appealing to these audiences;

- 5) Editing the text to ensure a consistent set of style, grammar, and punctuation practices are being adhered to;
- 6) Consulting on design, layout, and graphics used in a product;
- 7) Evaluating whether products provide sufficient evidence to support claims and arguments in the product. The incumbent will be the key advisor to the Director in providing assessments and evaluations of the evidence base of LLP products and whether or not additional evidence is necessary to make claims more persuasive. The incumbent may be required to do research and substantial rewriting to organize, balance, and complete deficient manuscripts to meet publishing objectives;
- 8) Managing a fact-checking process to ensure that material cited has its accuracy and validated verified. The incumbent will gather, develop, and check the accuracy of information in the products by conducting research. They will also oversee fact-checkers that are tasked with verifying the validity and accuracy for evidence cited in the product as outlined in the LLP Fact-Checking Guidelines; and
- 9) Preparing the material for printing, including assisting in putting the manuscript in its final layout and ensuring that the final copy is without defect.

In addition to these editing duties, the incumbent may also be assigned to conduct research projects in support of LLP, to include:

- Collecting and analyzes relevant data from sources such as prior written documents; interviews with U.S., foreign, and agency officials; and other pertinent resources to develop written products.
- Carrying out in-person and telephone interviews of persons of interest for approved research projects;
- Writing manuscript and/or memos on approved research projects.

Performs other duties as assigned.

### **Knowledge Requirements:**

Expertise in writing quality reports for publication demonstrated by a body of quality published work. Experience with writing reports and long-form pieces for government agencies, newspapers, and/or think tanks.

Expert knowledge in editorial processes, including developing and implementing style guidelines and standards of evidence, as well as working with writers to modify the organization and structure of written manuscript.

Expert in English grammar, syntax, punctuation, word usage, and all the other requirements to ensure that LLP products are acceptable for publication.

Knowledge and experience training individuals on how to adhere to style guidelines and standards of evidence.

Extensive experience assessing the views and attitudes of target audiences and editing material to improve its appeal and persuasiveness to a target audience. This is to include knowledge on how to create a variety of styles, such as graphs, tables, lists, color, and cartoons, to provide material that is quickly and easily understood by the intended audience.

Expertise in conducting fact-checking of reports and/or expertise in conducting independent research in support of a project.

Knowledge of the U.S. and international assistance for reconstruction in Afghanistan and aid provided in other contingency operations contexts by the U.S. Agency for International Development, Departments of State and Defense. Knowledge of the U.S. interagency system for national security, foreign policy, and international development.

Extensive experience to communicate technical information orally and in writing in preparation of required reports. Expertise in interpersonal techniques to meet and deal effectively with others at all levels of authority and exert a positive influence.

Knowledge of the overall mission of the Special Inspector General for Afghanistan Reconstruction is required.

### **Key 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 Secret clearance.

Work is performed in an office environment. May require travel to Afghanistan. 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.

### **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](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) with “Writer-Editor” in the subject line.