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 FY 2023. 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 announcement will end on or before September 9, 2023. 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) must be able to obtain a favorable NACI background investigation prior to appointment; (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 a degree program at an accredited education institution.

APPLICATION REQUIREMENTS. Applicants must submit ALL of the following, or the application will not be considered:

- Cover letter, and clearly stating—
  - Country of citizenship
  - Anticipated graduation of current degree, or acceptance of future enrollment
  - Directorate(s) of interest
- Resume
- School transcripts

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 performance and financial audits, and inspections to fulfill its legislative mandate. SIGAR audits and inspections range from assessments of program implementation to
examinations of specific contracts or aspects of contract and program management to physical assessments of infrastructure and facilities. Students will assist the Auditors and Program Analysts in various tasks, such as qualitative and quantitative analyses, interviewing agency officials, developing audit and inspection findings, and file management. Positions in performance audits and inspections are suited for students in a wide range of studies, including Public Administration, Business Administration, International Studies, Political Science, and History, while positions in financial audits are designed for students in Accounting, Finance, Business Administration, or related programs.

Office of General Counsel: SIGAR’s Office of General Counsel (OGC) provides legal advice and services to the Inspector General and members of the staff. OGC is the legal expert on all litigation and criminal matters relating to the agency’s authority and operations. The student positions in OGC 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 Office: The Public Affairs Office is responsible for news media, internal website, marketing activities and inquiries 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.

Lessons Learned Program: The Lessons Learned Program (LLP) 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. LLP 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.
Quality Control Directorate: All SIGAR products rely on the Quality Control Directorate to provide reasonable assurance of compliance with professional standards and applicable legal and regulatory requirements. The student would serve in various capacities, including (1) updating existing training class slides with more interactive graphics, (2) improving ways in which training records are maintained and stored to reduce paper records, (3) expanding and strengthening the access data base for tracking continuing professional education hours, (4) updating training information provided on SIGAR’s Intranet and Share Point sites, and (5) assisting with internal inspections of SIGAR’s written products. The student should have a strong background in computer and analytical skills, and demonstrates a willingness to think creatively.

SALARY RANGES. Salaries for SIGAR’s student positions are based on completed education or a combination of education and experience. Salaries typically range from $31,284 to $64,597 per annum.

SUBMISSION OF APPLICATION. Applicants should email all documentation with “Student Employment Program” in the subject line to sigar.pentagon.m-s.mbx.jobs@mail.mil. Selected students must undergo a NACI Background Investigation. The process may take up to 60 days.