

Research Analyst – AD - 0301 - 00 Job Announcement

Research Analyst – Arlington, VA

(\$43,684 - \$100,736)

Job Summary:

This position is located in the Headquarters Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) in Arlington, Virginia, and reports to the Director, Lessons Learned Program, SIGAR. The incumbent serves as a research analyst on various publications related to the SIGAR Mission and produced by the Afghanistan Reconstruction Lessons Learned Program. All SIGAR resources may be considered available to the incumbent in support of the projects assigned and the incumbent is responsible for organizing the available assets to produce quality research and related reports which address the issues assigned.

Duties:

Serves as a researcher for the Afghanistan Reconstruction Lessons Learned Program and provides assistance in the planning, coordination and development of media products in support of special assignments that relate to Afghanistan reconstruction projects and services resulting from the treatment, handling, and expenditure of U.S. funds appropriated, obligated, and disbursed for reconstruction activities in Afghanistan.

Supports the Lessons Learned Program Manager and staff Subject Matter Experts by performing research and drafting reports and other documents that are accurate, timely and suitable for the intended audience, occasion and purpose. The development of these reports/documents requires knowledge of and the ability to obtain information from the Department of Defense (DoD), Department of State (DOS), U.S. Agency for International Development (USAID), and non-governmental organizations (NGO's), as well as private industry and academia who support or contribute to the Afghanistan reconstruction effort.

Carries out in-person and telephone interviews of persons of interest to SIGAR, records findings, provides them to appropriate SIGAR staff or inserts data into databases for further use, and integrates data and insights developed from them into SIGAR reports and products.

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 from supporting NGOs, private industry and academia.

Performs other duties as assigned.

Knowledge Requirements:

Skill in planning, organizing, and conducting research and analysis on specific sectors of Afghanistan reconstruction, e.g., security, governance, social and economic development, contract execution and compliance, drug interdiction and eradication, corruption. Knowledge of and ability to apply oral and written communication techniques to effectively and accurately present technical and explanatory information. Knowledge of and skilled in project management, spreadsheet, word processing and presentation graphics applications, with additional skills in Internet utilization to perform research and analysis. The incumbent must be familiar with basic standards of publishing formats and style requirements. Excellent writing and editing skills are required.

This position requires the incumbent to have either working knowledge of developments in Afghanistan and/or working knowledge of specific sectors of reconstruction, i.e. security, economic development or governance. The incumbent should be intimately familiar with the geography of the country and region at large.

The individual must have the ability to collect and verify the accuracy of information and manage research data. The incumbent must be able to coordinate with others to ensure that timelines are adhered to and that strict deadlines are met.

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 with the ability to secure Top Secret, if required.

May require travel to Afghanistan. In support of this travel, the Research Analyst 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 by electronic transmission, to sigar.pentagon.m-s.mbx.jobs@mail.mil or fax 703-602-8753 Attention: Human Resources- Research Analyst Announcement.