

# **Supervisory Information Technology Specialist AD 2210-00 Job Announcement**

**Arlington, VA**

**(\$92,145 - \$160,300)**

## **Job Summary:**

This position is located in the Arlington, VA Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and reports to the Assistant Inspector General for Management and Support. The organizational title for the position is Director of Information Technology Projects and Services. The successful applicant will serve as the technical and managerial expert for all information technology (IT) efforts affecting SIGAR. This includes but is not limited to the responsibility for analyzing, evaluating, developing, implementing, advising on, or promoting improvements in managerial policies, practices, methods, procedures and other program areas of the organization related to information technology (IT).

## **Major Duties:**

Directs and oversees all activities of the Information Technology staff within SIGAR's M&S Directorate. This includes information management officers, program managers, application developers, website managers, and contractors.

Ensures a customer focus throughout all activities, placing a priority on understanding the requirements of SIGAR staff and ensuring M&S staff offer alternatives that fulfill the requirements in the most efficient and expeditious manner possible.

Provides oversight and direction for all SIGAR IT activities, including infrastructure and architecture, applications development, reengineering business processes, networks, outsourcing, and computer and auxiliary operations.

Manages SIGAR contacts with the Army's Information Management Center (IMCEN), the Defense Information Systems Agency (DISA), and other entities that provide IT services to SIGAR Headquarters in Arlington VA. Ensures that the customer liaisons understand SIGAR requirements; that such requirements fall within the Defense guidelines; and are implemented in a timely fashion. Maintains visibility into the status of SIGAR requests during the entire approval process, and helps identify ways of implementing requirements utilizing the existing resources of DOD and SIGAR.

Approves and/or concurs on all requests for IT procurement actions and/or supply requisitions relating to IT supplies equipment or services. Ensures functional requirements reflect the input of in-house technical requirements analysis staff and technical subject matter experts. Provides advice on the most cost-effective and timely procurement solutions which will fulfill agency requirements. Where appropriate, ensures

cost-benefit analysis and other tools are applied to assist in determining the lowest overall cost alternative over the system or item life-cycle.

Oversees and may manage the analysis of functional and technical requirements, preparation of systems designs and specifications, including the systems development, testing, and implementation of all IT projects and programs. This includes oversight of the development and quality control of all systems, implementation and operational documentation.

Assigns and oversees the work of the Information Systems Security Officer and ensures the development and implementation of appropriate policies and procedures related to Information Systems Security Assurance.

Serves as the accountable official for assuring SIGAR IT projects are completed on schedule and on budget.

### **Critical Requirements:**

The successful applicant will have a broad knowledge of:

- advanced hardware and software systems and computer techniques, requirements, methods, sources, procedures, and performance measurement tools;
- management principles and policies and standards relating to telecommunications and computer hardware and software applications and systems;
- expert knowledge of a variety of computer and telecommunications systems to recommend methods for enhancing information management programs through modifications and application of evolving technology.

The applicant must also have or demonstrate the capability to quickly acquire:

- knowledge of mission, functions, organizational structure, and acquisition policy, regulations, and laws for related information systems, and Department of Defense (DOD) office structures.
- an understanding of the operations of the Army Information Technology Agency (ITA), Joint Service Provider, Defense Information Systems Agency, and any other DOD entity providing service to SIGAR.
- an understanding of the information technology operations of the Department of State in Afghanistan (all SIGAR staff in-country are provided information technology support by the Department of State).

In addition, the successful applicant will demonstrate the ability to:

- communicate in an articulate and clear fashion to various audiences
- develop and provide authoritative and clear written and oral instructions, directives, briefings, etc.
- establish and maintain excellent working relationships with internal and external staff
- manage and supervise an information technology staff

## **Key Requirements:**

Candidates for this position:

- may require extended hours to include the performance of duties during weekends and travel with extended stays in Afghanistan.
- 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.
- are required to complete a Form SF 312, Classified Information Nondisclosure Agreement.
- must be eligible for and be able to maintain a TS/SCI 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](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) or fax 703-602-8753 Attention: Human Resources - Supervisory Information Technology Specialist.**