

Visual Information Specialist

AD-1084-00

Duty Station: Arlington, VA

Salary Range: \$83,398 – \$128,920

Closing Date: Friday, August 2, 2019

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, Research and Analysis Directorate. In this capacity, the incumbent will serve as a Visual Information Specialist and Graphic Designer for the agency. The incumbent will be responsible for the design and development of visual materials such as reports, photographs, illustrations, diagrams, graphs, objects, models, slides, and websites.

Duties:

Incumbent serves as member of a research and analysis team that produces SIGAR's Quarterly Report (QR) to the U.S. Congress. The QR is a lengthy complex collaborative document that is regarded as an authoritative record of the U.S. reconstruction efforts and oversight in Afghanistan. The incumbent works with subject matter experts to design visual information that accurately depicts the written word that it accompanies. The incumbent must select visual materials such as photographs, illustrations, etc. that will be used in the communication of information; design the placement and appearance of visual materials; design the placement of text in relation to the art; decide type styles and typographical effects; and plan effective use of color schemes, textures, and shapes considering the technical constraints of a particular method of communication. Incumbent must have knowledge of the overall mission of the Special Inspector General for Afghanistan Reconstruction.

The incumbent must be able covert data into informational graphics in Adobe Illustrator and be skilled in laying out extremely lengthy documents in Adobe InDesign.

The incumbent works with the agency's other directorates to develop graphics to support their technical documents and publications. The same design and development processes used in the QR are followed when working with the Directorates. The incumbent must ensure that the visual support provided to the Directorates remain consistent with the style established in SIGAR's style guide.

The incumbent is responsible for: (1) identifying problems, initiating, and researching information on the subject; (2) coordinating and validating technical information; (3) developing art references to support articles; (4) advising on format, layout, extent of technical detail or art

coverage; (5) proofreading and editing final manuscripts; (6) answering reader inquiries and requests.

The incumbent will work with a team on website design and updates.

The incumbent must understand and continuously reinforce the branding of the agency. The incumbent must remain cognizant of this in all assignments and team efforts undertaken.

Performs other duties as assigned.

Knowledge Requirements

Applicants must have a minimum of five years of specialized experience in Graphic Design

Knowledge of visual and graphic techniques to:

(1) develop original designs, concepts, or visual styles for publications, exhibits, or presentation materials that present to the public the ideas or image desired by the organization, that evoke certain responses from viewers (e.g., excitement, pride), or that reduce the cost of production, installation, or maintenance of the visual product, and (2) transform spoken or written descriptions of items, processes, issues, or events into visual representations without benefit of existing pictures, models, or diagrams.

The incumbent must be able covert data into informational graphics in Adobe Illustrator and be skilled in laying out extremely lengthy documents in Adobe InDesign.

Ability to select visual materials such as photographs, illustrations, etc. that will be used in the communication of information; design the placement and appearance of visual materials; design the placement of text in relation to the art; decide type styles and typographical effects; and plan effective use of color schemes, textures, and shapes considering the technical constraints of a particular method of communication.

Educational Requirement:

Bachelor's Degree in Graphic Design.

Required Documents:

Once the application process is complete, chosen applicants will be asked to supply design samples of previous work. Primary samples would be:

- Data driven graphics (i.e. diagrams, charts, graphs)
- Original complex vector graphics
- Multipage publications

Key Requirements:

The purpose of this position is to design visual products, mainly the quarterly report, characterized by their novelty and unusual scale involving a variety of media or individual visual components. The products typically require specifying, accepting, and when necessary, incorporating custom-produced photographs, illustrations, murals, maps, or other types of visual information.

Designs are critical to the production of the information that has far reaching impact, including the U.S. Congress and other Federal agencies.

The incumbent is responsible for making decisions on design, techniques, precise subject matter content, and the aspects of the subject matter to be emphasized. Because there is no previous visual treatment of the subject matter due to its novelty or unique nature, the incumbent plays the major role in transforming ideas and information into a visual product. The employee typically decides what aspects of the subject matter will be depicted and emphasized as well as how each will be depicted.

Incumbent occupies a position that may be considered essential to support 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).

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 Financial Disclosure Report.

This incumbent must be eligible for and be able to maintain a 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.

Submission of Application:

Applicants should send a resume by email to sigar.pentagon.m-s.mbx.jobs@mail.mil with "Visual Information Specialist" in the subject line.