

# **Deputy Assistant Inspector General for Audits & Inspections AD-0301-00 Job Announcement**

Kabul, Afghanistan

**(\$126,245 – \$158,700)**

## **INTRODUCTION:**

The Special Inspector General for Afghanistan Reconstruction (SIGAR), Deputy Assistant Inspector General for Audits and Inspections (Deputy AIG-A&I) position is primarily located in the Kabul, Afghanistan Office and reports directly to the SIGAR Assistant Inspector General for Audits and Inspections (AIG-A&I). The AIG-A&I is responsible for the execution of matters concerning the SIGAR audit and inspection mission and the Deputy AIG-A&I serves as a principal advisor and assistant to the AIG-A&I for the overall planning, reporting, liaison, organizational and resource management for the Kabul audit and inspection operations.

## **MAJOR DUTIES:**

Deputy AIG-A&I will assist in the initiation, conduct, and supervision of auditing/inspection activities of the SIGAR. The Deputy AIG-A&I is responsible for the overall planning, development, execution, management, and completion of Audit/Inspection Directorate projects and products. This includes coordination and consultation with the AIG-A&I in identifying, prioritizing, and staffing audit and inspection projects. The Deputy AIG-A&I ensures the formulation and currency of the audit and inspection plans and schedules. The Deputy AIG-A&I has primary responsibility for reviewing and approving all audit/inspection products prior to submission to the AIG-A&I; addressing comments from SIGAR leadership; ensuring responses from management officials of the audited entities are addressed; and issuing final reports to Congressional and other federal government officials in a timely manner.

The Deputy AIG-A&I will provide oversight and feedback regarding the performance of senior level auditors and inspectors in their management and supervision of audits/inspections that are initiated by SIGAR or are requested by Congress or representatives of other federal agencies, as appropriate. The Deputy AIG-A&I also represents SIGAR in coordination, facilitation and discussions with Congressional and other federal agency officials relating to proposed, ongoing and completed audits. The Deputy AIG-A&I will participate in audit/inspection design commitments and report message agreement conferences for audits/inspections conducted by SIGAR staff, and make recommendations to the AIG-A&I on go/no-go decisions for continuation, modification, or termination of audit/inspection projects.

The Deputy AIG-A&I will lead the development, maintenance, and implementation of adequate policies and procedures to ensure compliance with Government Auditing Standards throughout all phases of an audit. The Deputy AIG-A&I will provide feedback to the senior level auditors relating to their management of activities related to the supervision and professional development of SIGAR audit staff. The Deputy AIG-A&I serves as the principal quality assurance official for all audit products to ensure compliance with Government Auditing Standards and internal operating policies and procedures, and to determine sufficiency for

issuance. The Deputy AIG-A&I will report to the AIG-A&I on DAIG-A&I, team, and individual work accomplishments, progress, and problems in mastering tasks, work processes, and individual/team training needs. The Deputy AIG-A&I will support a management culture that provides for period performance appraisal reviews of all audit staff and managers; empowers employees to excel in their positions; improves the quality of life at the work place; provides fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disability; and ensures proper regard for employees privacy and constitutional rights.

The Deputy AIG-A&I will assist the AIG in their responsibility for the management of the overall SIGAR audit planning process including the development of the annual SIGAR audit plan. The Deputy AIG-A&I will develop and maintain positive, responsive relationships with SIGAR leadership and forge liaisons in matters that facilitate the effective coordination of audit/inspection planning with SIGAR, Government Accountability Office (GAO), President's Council on Integrity and Efficiency (PCIE), Office of Management and Budget (OMB), Governmental OIGs, and other audit/inspection and internal review groups.

The Deputy AIG-A&I will assist the AIG-A&I in anticipating information needs of external parties and facilitates making this information readily available. The Deputy AIG-A&I has direct oversight and management of contract auditors, utilizing contracting representatives where appropriate, to ensure the value of the outcomes and results of contract audit support. The Deputy AIG-A&I will also ensure that any audit and/or analysis performed by the contract auditors conform to the Government Audit Standards and that the work is coordinated among all relevant parties.

### **Knowledge Requirements:**

A professional knowledge of federal government accounting and/or auditing practices, with a particular emphasis on performance auditing, is necessary to conduct very broad audit assignments requiring an integrated analysis of a number of different operational programs, functions or accounting systems.

Demonstrated mastery of Generally Accepted Government Auditing Standards (GAGAS) and audit/inspection policies established by SIGAR.

Expert knowledge and skill in the management of complex audits/inspections throughout all audit/inspection and reporting phases.

Full journeyman level experience conducting and supervising performance audits and/or inspections of U.S. government-funded programs.

Thorough knowledge and skill to develop a comprehensive program of instructions covering broad audit areas, such as performance, contract and financial audits.

Demonstrated ability to adequately supervise and direct audit staff in the conduct of an audit.

Expertise in planning, directing, performing, and reporting on follow up efforts to track the status of implementation of audit/inspection recommendations other organizations' audit reports.

Expert knowledge and skill to interpret and apply broad professional standards which assure a scope and quality of audit and inspection work that is meaningful and accepted by a wide-range of users; and ability to participate in the modification of existing standards or the development of new standards.

Thorough knowledge and skill to apply innovative approaches, advanced techniques and experience/judgment to a variety of complex technical and system problems and to identify emerging problems.

Thorough knowledge of and skills to develop instructions for implementing broad policies for the use by contractors, auditors, evaluators, analysts, and technical experts covering both operational and administrative matters.

### **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 Top Secret clearance.

This position is based in Kabul, Afghanistan. As such, deployment to Kabul, Afghanistan is required. Work is performed in an office environment at the U.S. Embassy in Kabul, Afghanistan. May require extended hours to include the performance of duties during the weekends. Will require travel throughout Afghanistan. In support of this travel, the Deputy AIG-Audit/Inspections 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 and cover letter by electronic transmission to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) with Deputy AIG – Audit in the subject line.**