

Public Affairs Specialist AD-1035-00 Job Announcement

Arlington, VA

(\$47,016 - \$74,759)

Job Summary:

This position is located in the Arlington, VA Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The specialist will report directly to the Executive Director of Public Affairs and assist in matters related to public affairs and the press.

Duties:

The incumbent assists in the development and execution of a strategic communications campaign involving messages and themes to internal and external audiences, including the press and public, academia and the international community. The incumbent assists in implementing SIGAR's media relations strategy, performing duties of great sensitivity and confidentiality.

Work primarily encompasses the conduct of media relations which requires coordination with appropriate staff members to ensure that communications and relations with the media and other stakeholders are synchronized and consistent in meeting the needs of SIGAR.

Monitors and reviews SIGAR's internet, intranet, and social media content; evaluates SIGAR's website to ensure information is accurate, current and reflects the organization in a professional manner. Proofreads/edits information provided by others as well as original material for the internet, intranet, and social media platforms.

Plays a key role in developing and implementing SIGAR's digital communications strategy and is responsible for assisting in the design and drafting of web-based products, and regularly monitors digital analytic platforms to assess and report on SIGAR's reach.

Researches, develops and disseminates informational materials; identifies public affairs opportunities and challenges; analyzes media coverage, feedback from the community; develops strategies to present information on a wide variety of subjects, many of which may involve complex policy, technical, legal or controversial issues. Uses good judgment and security best practices in the release of information.

Takes the lead in generating a daily clip service for the agency. Identifies and follows appropriate media sources related to Afghanistan and the reconstruction effort and then prepares a daily compilation of stories relevant to SIGAR's work. Monitors news reports and the work of academics and authors; and takes the lead in continually growing and updating SIGAR's press lists.

Identifies and defines think tank interest and actions, monitors appropriate events, reviews appropriate source material, and coordinates the preparation of briefing materials (e.g., issue

papers, briefing slides, and handouts) and suggested remarks for the SIGAR to make. The incumbent will utilize knowledge of SIGAR's work product and planned programs to prepare and present complex material or highly technical issues to non-specialists in the media, academia, and think tanks.

Takes the lead in the drafting, formatting, and publishing of SIGAR's internal newsletter. Develops, writes, edits, reviews and disseminates materials in the format appropriate for the medium in which it is to appear, the audience for which it is designed and the information objective which it is expected to achieve.

Utilizes a practical knowledge of the oversight of reconstruction activities in Afghanistan, as well as knowledge of public perceptions of these activities, to identify and clarify issues. Articulates a range of public views to evaluate implications of these on SIGAR policy and operations.

Knowledge Requirements:

Knowledge of communications principles, methods, and techniques and experience in applying this knowledge in various distribution methods (press releases, social media, etc.) is required. Basic knowledge of congressional operations is also required.

Skill in developing written and oral communications materials that convey information concerning a wide range of technical and complex information in fulfilling the mission of SIGAR is required.

Knowledge of current events related to Afghanistan and activities conducted there by the Department of Defense (DOD), Department of State (DOS), U.S. Agency for International Development (USAID) and the international community.

Proven writing skills and experience in writing on challenging deadlines. Media and/or Hill experience a plus.

Ability to absorb large amounts of information on fast-changing issues related to Afghanistan reconstruction. Must be able to work quickly and willing to adapt to press cycle demands. At times, this may require work during odd or extended hours.

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 or Public 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.

Work is performed in an office environment. May require travel to Afghanistan. In support of this travel, the Public Affairs Specialist 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.

Submission of Application:

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