
POSITION DESCRIPTION

Title:	Leahy Vetting Advisor
Rate:	GS 11 Exempt Equivalency (2018 schedule)
Location:	SCA/RA, HST, 2025 E Street NW, Washington DC 20009
Schedule:	Full time, M-F, 8:15am to 5:00pm with a 45-minute lunch break
Travel:	This position does not require travel
Clearance Level:	Active Top Secret is required for this position, held by the DoD preferred

We currently have an opening on our team for an experienced Leahy Vetting Advisor to support the overall financial management of mission for the Department of State's Bureau of South and Central Asian Affairs Specialists (SCA/RA).

This position specifically assists the NEA/FO team including Office Director, Deputies, unit chiefs, and other staff members.

Duties and Responsibilities:

- The Leahy Vetting Advisor shall assist in promoting, coordinating, and handling tasks related to all aspects of the SCA Bureau's responsibilities as required under the Leahy legislation.
- Conduct USG human rights vetting of military and police personnel receiving U.S. assistance, including training, from the SCA region.
- Provide subject matter expertise in vetting procedures for the SCA Bureau. Provide relevant recommendations and analysis to senior officials on vetting and human rights cases.
- Advise and attend working level interagency meetings to review difficult cases. Raise problematic issues to senior levels as necessary. Consult with other State Department geographic bureaus on the Leahy legislation and its amendments.
- Support the process to review and amend vetting procedures, updating standard operation procedures to ensure more efficient processes. Coordinate clearances with appropriate DOS bureaus and embassies involved in the vetting process.
- Coordinate with SCA Desk Officers and Officers from Posts throughout the SCA region to ensure timely and effective responses to all vetting requests for security forces in SCA.
- Review incoming vetting requests and conduct all required checks on those unit(s) or individual(s) to receive U.S. assistance. When derogatory information surfaces, verify information through appropriate channels to make a final recommendation on such unit(s) or individual(s).
- Following U.S. law and regulations, advice "remediation" efforts in the Bureau to clear previously problematic units, ensuring their participation in U.S.-provided training.
- Additionally, in close coordination with other elements of SCA, the Leahy Vetting Advisor shall monitor political, economic, and security developments in South and Central Asia as required, providing timely assessments and analysis, and contribute to well-

coordinated USG policy and program recommendations for presentation to the RA Security Team Lead, Deputy Director, Director, and SCA Front Office.

- As appropriate, and in accordance with Department guidelines regarding identifications of contractors, the incumbent will represent the office and SCA Bureau, as necessary, at meetings within the Department and in negotiations with other agencies, foreign governments, and non-governmental organizations on various issues.
- The incumbent will apply internal control measures to protect organizational integrity and prevent unauthorized use or misappropriation of sensitive and classified material; report instances of security violations/problems to the appropriate supervisory/management official; and assume full responsibility for safeguarding all classified and sensitive but unclassified material and equipment in assignment area(s).

Special Knowledge Requirements:

Candidates shall possess the following:

- Experience working within time constraints and under pressure.
- Working knowledge of personal computers and general administrative practices.
- U.S. Citizenship.
- A Bachelor's or Master's degree from an accredited institution.
- Superior attention to detail, strong multi-tasking and organizational skills.
- Ability to communicate effectively, both orally and in writing.
- Superior interpersonal skills and proven ability to work well with others.
- Ability to work independently on projects and issues within overall policy guidelines.
- Experience meeting tight deadlines in a fast-paced, office environment.
- Knowledge of international affairs.

Benefits:

Raventek Solutions' competitive benefits program includes comprehensive medical and dental care, matching 401K, paid time off, flexible spending accounts, commuter benefits, disability coverage, and other benefits that help provide financial protection for you and your family.

Raventek Solutions provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex/gender, sexual orientation, national origin, age, disability, marital status, genetic information and/or predisposing genetic characteristics, victim of domestic violence status, veteran status, or other protected class status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. The Company also prohibits retaliation against any employee who exercises his or her rights under applicable anti-discrimination laws. Notwithstanding the foregoing, the Company does give hiring preference to Seneca or Native individuals. Veterans with expertise in these areas are highly encouraged to apply.