Job Description Form

Position Title: Management Analyst III **Submission Date:** 02/11/2021

Work Location: Washington, DC **Clearance Requirements:** Secret

Employment Type: Full-time **Travel Required:** Yes

Job Description (Required Information: job duties, required skills, & required education)

TASK PURPOSE:
The Office Support Contractor will provide support of administrative and technical export control functions for Political Military-Affairs Bureau, Office of the Directorate of Defense Trade Controls.

POSITION DUTIES:
Provides support for a wide range of defense trade issues to include but not limited to: Development and implementation of defense trade policy initiatives; Coordination and resolution of policy issues raised during the export licensing process (e.g. sanctions waivers, exports to China); Liaisons with the Department of Defense and other State Bureaus on broad-based policies that impact defense trade; Reviews and makes determinations on requests for commodity jurisdiction and brokering or defense articles; Evaluates and analyzes policies and procedures for designation of articles to be controlled under the U.S. Munitions List and makes recommendations to the Managing Director through the Policy Office Director; Drafts and disseminates specialized procedures for the review and disposition of commodity jurisdiction requests; Promulgates detailed procedures to address preparation of requests by industry; Interagency reviews and resolution of disputes, and potential escalation to higher-level decision-makers; Reviews sensitive, time urgent, highly controversial commodity jurisdiction applications to determine applicable law enforcement foreign policy and national security considerations which determines resolution of the cases; Reviews and signs off on commodity jurisdiction requests; Establishes and fosters close liaison with various offices within the Department, Defense (Office of the Secretary of Defense, Army Navy, and Air Force), Department of Energy, Department of Commerce, Congress in connection to issues related to commodity jurisdiction and defense trade policy; Represents DDTC and the Department in discussions regarding commodity jurisdiction issues; Undertakes special projects involving matters such as resolving contentious commodity jurisdiction issues, preparing reports to Congress on the commodity jurisdiction process or the removal of items from the USML, and analyzing and recommending responses to inquiries from the public, other agencies, and Congressional offices and committees; Knowledge required is mastery of the issues, principles, and regulations associated with the regulation of commercial exports of defense articles, defense services, and related technical data in order to make determinations on requests for commodity jurisdiction, licensing, and brokering of defense articles; General knowledge of military weapon systems, technology, and terminology in order to make determination on requests for commodity jurisdiction and licensing of defense articles; Thorough knowledge of the Department's and other USG agencies' role in formulation and support of USG policy in order to ensure necessary and appropriate interagency coordination in making determinations on requests for commodity jurisdiction, licensing, and brokering of defense articles; Ability to communicate orally and in writing in order to prepare persuasive and concise papers, make presentations to senior Department officials and officials in other agencies, and coordinate a variety of activities both within and outside the Department; Works under the supervision of the Commodity Jurisdiction Team Lead who provides direction for broadly defined goals and missions; Uses own judgment and initiative in the development or adaptation of commodity jurisdiction policies and procedures and in conducting daily operations; Plans and carries out projects independently, devising/modifying approach and method keeping the team lead informed of progress, problems, and matters with policy implications; Work is reviewed for accomplishment of objectives and compliance with and responsiveness to agency policy; Performs special projects or tasks as assigned by supervisor.

NECESSARY SKILLS & KNOWLEDGE:
Must have working knowledge of Microsoft Office Suite programs including Word, PowerPoint, Excel and Access; Must be able to operate all office equipment including but not limited to: telephones, copy machines, fax machines, scanners, printers, and computers; May be required to travel within CONUS and/or OCONUS;.

MINIMUM QUALIFICATIONS:
Entry level background in either law or other academic area related to international trade and enforcement is preferred. Incumbent researches and prepares various compliance and enforcement documents with close oversight required from supervisor, and facilitates the efforts of other compliance specialists in the office.