



[Employment Opportunities](#) [About Us](#) [Contact Us](#)

## Senior Program Officer 042

### Tracking Code

4095-205

### Job Description

Job specifications are intended to present a descriptive list of the range of duties performed by employees. Specifications are not intended to reflect all duties performed within the job.

### Summary:

The purpose of this Senior Program Officer is to manage a portfolio of projects for the Cultural Antiquities Task Force (CATF), the U.S. Ambassadors Fund for Cultural Preservation (AFCP), and other programs within the office. The projects in the portfolio concern the protection and preservation of cultural heritage, including domestic and foreign capacity building, in countries of strategic interest or importance, such as Iraq and Afghanistan.

### Essential Duties and Responsibilities:

- Manage a mixed portfolio of projects for the Cultural Antiquities Task Force (CATF), the U.S. Ambassadors Fund for Cultural Preservation (AFCP), and other programs within the office
- Monitor the execution of projects, measure and report results, and evaluate project effectiveness in achieving program objectives
- Liaise with a network of Departmental, interagency, and non-governmental partners and contacts, including grantees and U.S. embassy staff
- Assess needs and identify opportunities for foreign and domestic cultural property protection capacity building
- Assist in annual and strategic planning and budget preparation for the CATF program to ensure CATF-funded projects support strategic goals and comply with congressional intent
- Coordinate and monitor CATF contracts, grants, and interagency agreements to ensure partner or grantee compliance with Departmental reporting requirements
- Assist with CATF internal and external communications via public website, social media, and interagency law enforcement enterprise portal
- Develop and maintain a CATF project records and database management system

**Non-Essential Duties:** Other duties and responsibilities as assigned.

### Required Skills

#### Experience, Education and Licensure:

- Demonstrated experience managing and monitoring projects remotely in a foreign affairs or foreign assistance setting
- Familiarity with standard software, including the complete Microsoft Office Suite (Word, Excel, Access, PowerPoint, SharePoint), and an ability to learn and work with other software such as database applications
- Master's degree in art history, archaeology, anthropology, historic preservation, law, criminal justice, or related field; or a Bachelor's degree in the aforementioned fields or in business administration (with a project management concentration), combined with a minimum of three years of project management experience.

### Skills, Knowledge and Abilities:

- Strong organizational skills and multi-tasking abilities
- Strong critical and creative thinking and analytical skills
- Strong written and oral communication skills
- Ability to work independently, with minimal supervision, in a high volume, fast-paced work environment
- Ability to build and maintain productive professional relationships with associates and grantees
- Ability to travel to and perform services in an area that has been determined by the Department to be a hazardous duty area
- Ability to obtain and maintain a security clearance at the Secret level

### Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions may require maintaining physical condition necessary for frequently bending, stooping, sitting, walking or standing for prolonged periods of time; most of time is spent sitting in a comfortable position with the opportunity to move about. Occasionally there may be a need to move or lift moderately light items up to 35 pounds. Near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone and keyboard; lift horizontally and vertically.

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

## Employment Opportunities

- [All Posted Jobs](#)
- [Search Current Openings](#)
- [Update/Login to Your Profile](#)
- [Create a Job Agent](#)
- [FAQ](#)

enable individuals with disabilities to perform the essential functions.

Job is performed in an office setting with exposure to computer screens and requires extensive use of a computer, keyboard, mouse and multi-line telephone system. The noise level in the work environment is usually moderate.

**Supervisory Responsibilities:**

None.

**Additional Qualifying Factors:**

Must have the ability to obtain and maintain a secret security clearance. In addition, a satisfactory background screening, negative drug test, positive references and proof of identity and legal authorization to work in the United States and for TTI are required.

**Native preference applies**

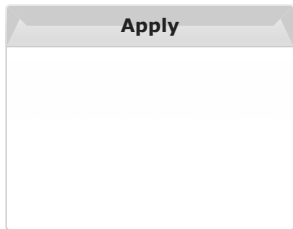
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex national origin, or protected veteran status and will not be discriminated against on color, religion, sex, national origin, or protected veterans status and will not be discriminated against on the basis of disability or any other status protected by law

**Job Location**

Washington, District of Columbia, United States

**Position Type**

Full-Time/Regular



[Return To Job Listings](#)

As an equal opportunity employer, The Tatitlek Corporation recognizes that our strength lies in our people. Discrimination and all unlawful harassment, including sexual harassment, in employment is not tolerated. We encourage success based on our individual merits and abilities without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability, marital status, citizenship status, military status, protected veteran status or employment status. We support and obey laws that prohibit discrimination everywhere we do business.  
Copyright © 2019 by Tatitlek Corporation. All Rights Reserved.