



GlobalTradeJobs

Full Job Description

THIS POSITION REQUIRES AN ACTIVE US GOVERNMENT SECURITY CLEARANCE

POSITION BACKGROUND:

The Compliance Analyst Level II position supports the Department of State, Bureau of Political-Military Affairs, Directorate of Defense Controls (DDTC). The DDTC works to ensure commercial exports of defense articles and defense services align with U.S. requirements and advance U.S. national security and foreign policy objectives. The Compliance Analyst Level III will work under general supervision to support the registration, monitoring and review US companies in relation to ITAR and other export control statutes. The Compliance Analyst II provides support on special projects, advising senior management and law enforcement agencies on foreign policy issues and national security implications of administrative compliance investigations, criminal enforcement activities, and registration issues regarding parties involved in defense trade.

MAJOR DUTIES AND RESPONSIBILITIES:

- **Reviews license requests referred from DTCL to ensure appropriate compliance with registration requirements. Initiates inquiry with and obtains appropriate documentation from US parties or other DDTC elements. Prepares final action for senior staff approval.**

- **Updates and maintains State Department's Watch List database of entities of concern, both to comply with the AECA and to support foreign policy implementation via arms export licensing. Helps identify and implement technical improvements to the system.**
- **Assists with performing analyses and identifying trends associated with registration, brokering, manufacturing, exports, retransfers, temporary imports and other activities implicating compliance with U.S. export laws and regulations.**
- **With input from senior staff, develops and prepares consent agreements, which may involve coordination with other Federal agencies. Develops, as necessary, proposals for special compliance activities and reviews.**
- **Assists with special projects related to planning and accounting of office resources, generating management reports and tracking performance measures, training and familiarizing Directorate personnel on compliance-related matters, and conducting outreach to defense industry and the public.**
- **Coordinates and liaises with interagency non-proliferation and export control community on arms trafficking/proliferation matters involving the AECA and ITAR, as well as international export control outreach.**
- **Coordinates with the Office of Defense Trade Controls Licensing on compliance and enforcement matters, including license suspensions, revocations, denials, and eligibility to participate in defense trade.**
- **Helps coordinate plans and operations within DDTC to help identify and prevent violations of U.S. export laws and regulations and support remedial action, such as civil enforcement and/or prosecution of individual or corporate violators of the AECA/ITAR.**
- **Working with other DTCC staff, conducts pro-active outreach to the U.S. and foreign defense community to promote compliance with U.S. export laws and regulations. Speaks at government and industry conferences.**

Participates in Company Visit program activities. Responds to inquiries concerning compliance matters.

- **Performs record searches, reviews and analyzes license approvals, produces comprehensive reports of finding and provide information that support criminal investigations by the DHS ICE, FBI, and U.S. Attorneys.**
- **Participates in the Company Visit Program through periodic, domestic travel around the U.S to pre-selected defense companies. Gather information, prepare plan, conduct visit and report on findings.**
- **Maintains a list of parties debarred and ineligible to participate in the export of defense articles and services under the ITAR for use by the Department and the defense industry.**
- **Monitors compliance cases involving statutory debarment of individuals or companies convicted of violating the AECA. Reviews case files, indictments and court orders. Reports findings to supervisor. As directed, processes requests for reinstatement of export privileges upon termination of debarment.**
- **Engages with the Committee on Foreign Investment in the U.S. (CFIUS) process.**

POSITION REQUIREMENTS:

- **Active US Government Secret Security Clearance**
- **Bachelor Degree or combination of education and experience with regulatory compliance or civil or criminal enforcement.**
- **Good judgment and ability to work with supervision.**
- **Good interpersonal skills and ability to resolve disputes in a timely and professional manner.**
- **Good written and verbal communication skills and presentation skills. The candidate should be prepared to provide writing samples.**

- **Good organizational skills including the ability to assist on multiple projects consistent with established timeframes.**
- **Ability to synthesize information and develop recommendations for management based on an analysis of the information.**
- **Has working knowledge of Microsoft Office Suite programs and 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 Domestic and/or International.**