

Ministry of Defense Advisors (MoDA) Program
Transparency and Accountability Office / Inspector General (TAO/IG)
Advisor Position Description for Non-DoD Federal Employees

***Applicants must be current, permanent, Federal Civil Service employees
in grades GS-13/14/15* Open-Continuous Recruitment**

Organization: Defense Security Cooperation Agency (DSCA)

Position Title: Advisor/Senior Advisor

Pay Plan/Series/Grade: GS-0301/0343/0501/0511/090/51801-3/14/15

Deployment Location: Kabul, Afghanistan

Tour length: 2 months CONUS Training + 12 month deployment

Security Clearance Level: **Secret**

Background: The DSCA Ministry of Defense Advisors (MoDA) Program is designed to forge long-term relationships that strengthen a partner state's defense or interior ministry. The program matches senior Department of Defense (DoD) civilians with ministry counterparts in similar functional areas. Selectees must complete a comprehensive and highly tailored 7-week CONUS training course prior to deployment. Classes include: Culture and language training, Personal Security and Awareness, Advising and Mentoring Skills, and are reinforced by engagement scenarios using native speaking role players.

DUTY DESCRIPTION:

INSPECTOR GENERAL:

GS-0301/0343/0501/0511/090/51801-3/14/15

The incumbent will advise the Directors of the Professional Standards Unit (PSU), Anti-Corruption Unit (ACU) and Documents Inspection Unit (DIU) on all aspects of training and assistance. Advise the Office of the Inspector General (OIG) on automation, and where appropriate, throughout the Ministry of the Interior (MOI) on Case Tracking. Review Deputy Minister (DM) and Provincial Chief of Police (PCOP) training requirements to identify and resolve Training and Assistance needs from the Inspector General. Responsible for the oversight and reporting of the Ministerial Development Plan (MDP) for the OIG as it applies to the Train, Advise, and Assist (TAA) mission. Advise and assist MOI DM Advisors on lower echelons in establishing training requirements to achieve organizations that are transparent and accountable with the proper level of oversight. Advise and assist MOI DM Advisors on lower echelons in establishing Transparency, Accountability, and Oversight Committees. The incumbent is required to perform other related duties of transparency, accountability, and oversight. Train Advise and Assist in the Development of a Ministerial Internal Controls Program (MICP). Organize/manage tasking and coordinate Rule of Law (RoL), Transparency and Accountability Office (TAO), and Counter Corruption (CC) associated activities with the Advisors of the Ministry of Defense (MOD) and MoI. Coordinate with Division Chiefs and Staff Officers in the other Essential Function organizations with regard to Rule of Law (RoL), TAO, and CC related issues and initiatives. Manage the day to day operations of the RoL/TAO CC efforts in the Internal Controls area.

Additional Information or Desired Skills (if appropriate):

- Demonstrated communication and interpersonal skills, including the ability to work collaboratively with counterparts to help achieve goals through the provision of quality advice, support, and mentoring.

- Proven self-starter who can be successful working independently or within a team at various organizational levels and with executives/managers/leaders from multiple functional areas and organizations.
- Proven success in organizational capacity building, and demonstrated ability to share knowledge, mentor, and coach others.
- Demonstrated ability to work in an environment with limited resources and to apply innovative and creative solutions to solve problems.
- Experience developing and coordinating policies and strategies within one or more of the above functional areas for the purpose of developing national-level defense capabilities.
- Experience with training and working internationally with partner governments or their militaries is desired.
- Interest in learning a foreign language and demonstrated ability to adapt to a diverse cultural environment.

Additional requirements:

- Applicants must hold and be able to maintain a security clearance at the level specified for the position.
- Incumbent must gain home organization approval upon being accepted into the MoDA program and must satisfactorily complete pre-deployment training and screening requirements before final approval to deploy as a MoDA. Incumbent will be detailed from their home organization for a period of 14 months to include training, pre-deployment preparation, and a 12 month detail assignment to Afghanistan.
- Applicants for these positions must pass a pre-employment medical examination. These positions operate in a physically demanding environment, require the ability to maneuver with the additional weight of body armor in extreme temperatures, and may require lifting heavy items, walking over rough terrain, and working in adverse weather conditions. Specific physical requirements for this location may be found the following link:
http://www.cpmosd.mil/expeditionary/pdf/USCENTCOM-MOD-13_TAB-A.pdf

ALL APPLICANTS MUST OBTAIN MEMORANDUM OF APPROVAL FROM THE FIRST SES IN THEIR ORGANIZATIONAL CHAIN OF COMMAND

Upon selection, the MoDA program will coordinate a memorandum of agreement (MOA) with selectees' parent organizations to agree on roles and responsibilities, including definition of how MoDA will reimburse for Premium pays (overtime, post differential, hazardous duty pay, etc.)

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FOR MODA POSITIONS ONLY:

Interested applicants should submit the following:

1. Cover letter describing why you wish to deploy as an advisor to foreign partners
2. Resume – Narrative style
3. Current SF-50 or Federal equivalent, showing organization, grade, and series (SSN REDACTED)
4. Two professional references- please ensure at least one of your references is a current or former supervisor. (name, contact info, and organizational affiliation only)

HOW TO APPLY: Submit the above requested documents to the C/O Chair, CIGIE Leadership Development Subcommittee at MODA@CIGIE.GOV . Questions or inquiries may be directed to Mr. Gregory D. Sampson, Chair, LDS at GREGORY.SAMPSON@CIGIE.GOV