

Ministry of Defense (MoDA) Program Deployment Requirement
OPEN AND CONTINUOUS PLACEMENT

Applicants must be current, permanent, DoD Civil Service employees

CCMD: CENTCOM

Organization: DSCA

Position Title: MoDA ADVISOR (HUMAN RESOURCES (HRM) (MOI))

Pay Plan/Series/Grade: GS-0201/0301/0340/0343-13/14/15

Deployment Location: Kabul, Afghanistan

Tour length: 12 months

Security Clearance Level: Secret

Background: The 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. Training includes advising and mentoring skills, operational readiness, personal security, as well as history, culture, and language training. Instruction is reinforced by engagement scenarios using native speaking role players.

DUTY DESCRIPTION:

ADVISOR (HUMAN RESOURCES (HRM) (MOI))

GS-0201/0301/0340/0343-13/14/15

Advisor and mentor to the Ministry of Interior (MOI) on their development of human resources management (HRM) policies, processes and procedures in order to develop an Afghan owned system. Mentors and enables the following to support efforts to build the most efficient organization in accordance with Afghan customs and laws: analyze staff capabilities, equipment and infrastructure; monitor and analyze all facets of HRM services; develop conclusions and offers recommendations for improvement. Advisor will seek to establish counterpart buy-in to ensure all activities, processes and programs are transparent in order to bring credibility and trust to the civilian employment program. Build MoI capacity to identify and analyze staff development and career support needs and suggest programs/assignments to meet identified needs. Advise MoI counterparts on their implementation of a human capital strategy (HCS). Seek counterpart buy-in on the value of automated reports in the implementation of an HRM information management system. Assist counterparts in their development of short and long term budget plans. Advocate to top MOI leadership for a strong civil service program; accessing leaders at all levels affected by the HRM program. Represents MOI Ministerial Advisory Group (MAG) as the staff expert on the MOI civil service program: conducting briefings and presentations for a variety of audiences.

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 possess a minimum of 10 years of detailed work experience in the applicable functional area.
- Must have at least an Interim SECRET security clearance to begin training.
- Selectees will be detailed from their home organizations for a period of 14 months to include 7 weeks' CONUS training and 12 months' deployment to Kabul, Afghanistan.
- Applicants for these positions must pass a pre-employment medical examination. These positions operate in a physically demanding and austere 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.cpms.osd.mil/expeditionary/pdf/USCENTCOM-MOD-13_TAB-A.pdf

To Apply: Current, permanent DoD Civilians Only

Army Employees: Must submit the endorsement of their command leadership along with an application and their resume to the Assistant G-1 for Civilian Personnel ECW team. Full details of the Army application process are available on the https://community.apan.org/wg/hqda_ecw_cpol/

Air Force Employees: Must submit fully coordinated AF application to the AF Expeditionary Civilian team. The application and other information are available at the AF Expeditionary Civilian site: https://cs3.eis.af.mil/sites/AF-DP-00-37/AFKN_Docs/Forms/AllItems.aspx

Navy and US Marine Corps Employees: Contact Navy Expeditionary Civilians Program Manager, Ms. Bertina Whiddon to coordinate command approval: bertina.whiddon@navy.mil

Fourth-Estate Employees (i.e. WHS, DCMA, DISA, DLA, etc.): Provide approval memorandum signed by Agency Director or first SES/GOFO in your chain of command

Interested applicants should submit the following to the MoDA Program Office email address: dsca.ncr.bpc.list.modaprograminfo@mail.mil

1. Cover letter outlining why you are interested in the position
2. Narrative Resume (**list dates, series, and grades held for each position**)
3. Current SF-50 (**redacted, no SSN**)
4. Two professional references (**name, contact info, and organizational affiliation only**) please ensure at least one of your references is a current or former supervisor
5. **Previous deployed candidates only:** Provide contact information for all in-country deployment supervisors

