

RESIDENT ADVISORS (MoDA) PROGRAM
Position Description: ALBANIA, Senior Resource Management Advisor

Title: Senior Resource Management Advisor

COCOM: EUCOM

Location: Tirana, Albania

Tour length: 12-24 months

Grade: GS 14/15

Clearance: SECRET

Applicants must be DoD Civil Service in the GS 14/15 pay grades to be eligible

Background:

Albania is modernizing its armed forces toward the goal of building and sustaining a professional defense force that is fully NATO interoperable. Albania is a major host country for NATO and U.S. European Command exercises and maintains continuous deployments for NATO missions and regularly deploy troops to EU, UN, and other coalition missions across Europe, Africa, and the Middle East. Institutional capacity building for Albania focuses on strategic planning, program management, and force development with a primary focus on supporting the development of a Light Infantry Battalion Group (LIBG) and its NATO/capability targets. The LIBG requires a full-spectrum of combined arms capabilities including vehicles, small arms, unmanned aerial vehicles, and mortars. There are additional programs to develop enhanced rotary-wing capabilities, counter-illicit drug trafficking, chemical, biological, radiological, and nuclear response and cyber resilience.

The Albanian Armed Forces (AAF) inherited a legacy communist military following the breakdown of communism. Over the last 30 years, the AAF has undergone intense positive change resulting in Albania joining NATO in 2009. However, the Ministry of Defense (MoD) and General Staff (GS) have difficulty sustaining organic capabilities gained through U.S. security cooperation programs. Shortcomings in their institution level systems have degraded the military's ability to develop the force to execute its core missions for NATO. The budgeting, resource management, and provisioning systems that have evolved are not adequate and the resulting situation has left the MoD and GS incapable of adequately identifying resourcing priorities and effectively managing funding of all the stated requirements. One of the most serious challenges facing MoD is the lack of effective, interconnected, and focused staff and management processes. The MoD needs to reform defense resourcing and budgeting processes to develop and sustain a modern fighting force and a full-time advisor with experience aligning and managing institutional level resourcing systems and processes is required to support this effort.

MoDA Requirements:

The Senior Resource Management Advisor will coordinate bilateral budget, resource management, and provisioning activities and advise Albanian counterparts on the institutional changes required to effectively transform Albania's execution and management systems and processes for resource planning, programming, budgeting, execution, and provisioning activities to develop and sustain combat readiness. The MoDA will principally serve as the U.S. advisor to the Albanian Minister of Defense and Chief of Defense on the development of institution level capacity to provision AAF capabilities to execute the priorities of the National Defense Strategy. This role will require daily, continuous engagement with Albanian MoD and GS leadership. The MoDA will advise MoD and GS senior leadership on approaches to introduce and implement significant institutional change; and provide recommendations on overcoming coordination and internal communication challenges between Ministry and GS departments and the Government of Albania.

Required Knowledge/Skills/Abilities:

- Extensive experience and orientation in policy and operations to facilitate the management and coordination of activities necessary to provide effective resourcing support.
- Significant expertise with requirements generation, validation, and prioritization and linking resources to requirements.
- Ability to use the planning, programming, budgeting and execution system to establish, justify, and acquire the fiscal and manpower resources needed to accomplish the defense organization's assigned missions in executing the National Defense Strategy.
- Skilled senior-level experience in the planning, programming, budgeting and execution management of resources and funds at a major defense organization.
- Strong knowledge of policy and strategy, budget and resource management, logistics, civil-military relations, and defense governance and how they interact.
- Demonstrated ability to effectively engage with senior civilian policymakers and military general/flag officers, at the strategic and operational levels (OSD, Joint Staff, Service Headquarters, CCMD, etc.) and ability to operate in complex interagency environments, both U.S. and foreign.
- Demonstrated ability to work in an environment with limited resources on compressed timelines, and ability to apply innovative and creative solutions to resolve problems.

Desired Knowledge/Skills/Abilities:

- Analytical ability to identify gaps, bottlenecks and causes for system failures and the operational ability to develop a solution and effective implementation plan.
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders from multiple functional areas.
- Exceptional interpersonal skills with proven success in individual and organizational capacity building, with a demonstrated ability to share knowledge, mentor and coach others.
- Creative problem solving skills and the ability to work independently or as part of a team.
- Familiarity with Euro-Atlantic defense institutions and processes and working in an international environment, preferably with previous NATO experience.
- Experience providing direction, guidance, and control of financial and other resources.
- Understanding of the application of planning, programming, budgeting, and execution processes to provide the means to justify and acquire the defense organization resources from the government.
- Understanding of the accounting for resources with a system that provides a decision support and tracking capability for program and budget functions, and a system that performs accounting for fiscal compliance required by statutes.
- Understanding of the analysis of the execution of resources and implementation of required course correction.

Specific Tasks:

- Serve as advisor to the MOD providing advice and assistance to build effective, interconnected systems and procedures for the defense budgeting, resourcing, and provisioning in support of the national policy and strategy.
- Assist in the integration of the various MOD and GS activities to develop and sustain informed, bottom-up identification and prioritization of needs and the effective resource planning, programming, budgeting, execution, and procurement to provide the AAF capabilities.
- Support Albania's restructuring of defense institution resourcing and budget management processes and systems towards effective execution in order to produce defense planning and resourcing coherence.

- Support Albania's work with their partners in developing and institutionalizing ministerial structures, systems, processes, administrative functions, and communication flow so the MoD and GS can implement the significant changes needed to improve and sustain defense readiness.
- Assist the MoD and staff in building a sustainable budget and resource management capability that enables an Albanian-led system of systems process across the MoD to support national policy and strategy.
- Provide advice on program formulation, justification, cost estimating models, policy and procedures, and budget strategies under fiscal constraints as driven by support to national policy and strategy.
- Assist ministry counterparts to re-examine priorities, utilize the interagency coordination mechanism, and meet approval timelines for the government's defense budget process.
- Assist ministry counterparts with the establishment and use of internal controls to promote transparency, accountability, and fiscal responsibility.
- Advise the MOD and GS on refinement of staff coordination processes.

Additional Information:

- Must be available for detail from home organization for a period of at least 14 months to include training, preparation, and a 12 to 24-month assignment.
- The selected MoDA will do a Temporary Change of Station (TCS) move to Albania, and will receive post differential and Cost of Living Allowance (COLA) while assigned to post. COLA is calculated based on the comparative cost-of-living at the foreign post versus the cost-of-living in Washington DC. COLA is not a direct calculation of base salary multiplied by the COLA percentage, but rather a percentage of spendable income as determined by the Department of State. For more information about COLA, go to: https://aoprals.state.gov/content.asp?content_id=245&menu_id=74
- This position is eligible to receive Relocation Incentive Pay in accordance with 5 U.S.C. § 5753 and DSCA policy.
- It is recommended that applicants seek guidance from their organization's payroll activity to better understand how the entitlements are calculated and their impact on the applicant's personal income.

HOW TO APPLY

Interested applicants should submit the following:

1. Cover letter summarizing how your skills and capabilities align with the requirements
2. Complete chronological resume (include civilian GS grade, military rank or industry title for each position)
3. Most recent SF-50 (redact SSN and date of birth)
4. Three (3) Supervisor References: Required from current supervisor and/or supervisors from prior deployments (substitutions allowed)
5. Documentation of command / component approval to deploy

Submit application package to the MoDA Program Office email address:

dscanrc.bpc.list.moda@mail.mil

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. Click on the following link and

create an account to begin: www.apan.org. After creating the account, download the Request for Deployment (RFD) fillable form and process through chain of command as instructed.

Air Force Employees:

Must submit approved AF Expeditionary Civilian application to the AF Expeditionary Civilian team prior to MoDA consideration. The employee is required to obtain WG/CC or equivalent approval, when approved submit application and resume to the AFPC Expeditionary Civilian team at afpc.expeditionarycivilian@us.af.mil for final AF action. The AFPC team will submit to MoDA for consideration. The application and other information are available at the AF Expeditionary Civilian site: https://cs2.eis.af.mil/sites/12852/AFKN_Docs/Forms/AllItems.aspx

Navy and US Marine Corps Employees:

Click on the following link to the MoDA Application and Command Support Form for DON Employees:

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/OCHRStennis/Expeditionary%20Civilian%20Workforce/Forms/AllItems.aspx>

Other DoD Agency Employees:

Provide approval memo staffed through your appropriate Deployment Coordinator or agency headquarters. If you do not know your agency's deployment coordinator, contact the MoDA recruiting team: dsca.ncr.bpc.list.modaprograminfo@mail.mil