

MINISTRY of DEFENSE ADVISORS (MoDA) PROGRAM
Position Description – ROMANIA: HRM

Title: Human Resources Senior Advisor

Grade: GS-13/14/15

COCOM: EUCOM

Location: Bucharest, Romania

Tour Length: 12 to 24 months

Clearance: Secret

*** Eligibility: Applicants must be DoD Civilians in GS-13/14/15 pay grades or equivalent ***

Introduction:

This Ministry of Defense Advisors program is located in the Defense Security Cooperation Agency (DSCA), Building Partnership Capacity (BPC) Directorate, Institute for Security Governance (ISG). DSCA leads the broader U.S. security cooperation (SC) enterprise in its efforts to train, educate, advise, and equip foreign partners. DSCA integrates SC activities in support of a whole-of-government approach; provides execution guidance to DoD entities that implement SC programs; exercises financial and program management for the Foreign Military Sales (FMS) system and many other SC programs; and educates and provides for the long-term development of the SC workforce. ISG advances national security and foreign policy objectives by building partner institutional capabilities, advancing knowledge, and enhancing the conduct of Institutional Capacity Building (ICB) to address security challenges. ISG is the Defense Department's leading ICB organization, charged with enabling partner ICB efforts and developing the field and practice of ICB across the Department. ISG executes over 450 international and domestic activities annually, implements the Ministry of Defense Advisor (MoDA) program, and conducts education and advising programs in Monterey, CA and around the globe.

Background:

The Romanian Military needs assistance with retooling their recruitment practices, including both new recruits and internal recruiting for special programs. The Romanian General Human Resources Directorate under the Ministry of National Defense (MND) needs assistance to retire communist legacy concepts and practices in order to develop and implement a modern human resources management system. Sustained, long-term assistance is required in order to advance process improvements.

Qualifications:

The advisor must be credentialed in Human Resources Management - HRM (degree/Society for Human Resources Management – SHRM) and knowledgeable of Human Resources Management policies, procedures and practices with a capability to create and implement policies that focus on building critical infrastructure.

Specific Tasks:

- Assist in modernizing the HR system to encourage robust participation in national defense in a time of increased threats to the Romanian homeland and support the development of Romanian Armed Forces HRM concepts, plans, and recommendations in support of MND requirements. This includes creating appropriate benefits and enhanced pay, as well as recruitment practices, that facilitate the required Romanian force construct with an all-volunteer force that provides service members trained and versed in values that strengthen the force and increase resilience.
- Support the development of policies and education standards for the accession, retention, promotion, and career progression of MND military members. Provide technical advice and guidance regarding a wide variety of military HRM programs that include: officer, enlisted, force

management; personnel readiness; retention; evaluation, selection, and assignment processes; and separations.

- Advise and support the MND in establishing procedures for selection boards related to vacancies, professional military education and special assignments.
- Assist in updating the Professional Military Development System, integrating Joint Doctrine into the military education system and supporting the design and development of professional training and education programs to include literacy, computer skills, office automation/integration, and English language training.
- Support the MND in developing requirements for record-keeping and database management tools related to military HRM.

Required Knowledge, Skills and Experience:

- Bachelor's Degree in human resources, business administration or other relevant area.
- Master's Degree preferred.
- Demonstrated communication skills and the ability to work collaboratively with US Embassy Country Team, host nation personnel, and international counterparts.
- Demonstrated leadership experience or training in implementing programs that impact culture change or improved performance.

Desired Knowledge, Skills and Experience:

- Detailed knowledge of key HRM processes:
 - Delineation of the connections between national strategic goals, their implications for force roles, missions, design, and size.
 - Specification of goals for the HRM system.
 - Requirements for development of an all-volunteer force
 - Components and interrelationships of the total compensation system; developing a comprehensive view of the system including monetary and non-monetary aspects
 - Shaping the personnel profile to align with current requirements, and able to be sustainable over time.
- Ability to use education and experience to produce actionable advice that is scalable and therefore appropriate for a modest defense institution that continues to struggle with effecting professionalization across the entire force.
- Ability to work in an environment with limited resources, using creative problem solving skills.
- Exceptional interpersonal skills, preferably with experience in mentoring and training.
- Proven success in organizational capacity building, and demonstrated ability to share knowledge, mentor, and coach others.
- 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.
- Interest in learning a foreign language and demonstrated ability to adapt to a diverse cultural environment.

Additional Information:

- Incumbent must be available for detail from their home organization for a period of 12 to 24 months, not to include five (5) weeks of MoDA training.

- The selected MoDA will make a Temporary Change of Station (TCS) move to Bucharest for 12 to 24 months and, in lieu of locality pay, 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 incumbent upon the applicant to understand the entitlements when considering applying for this position, and 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 narrative chronological resume (include civilian GS grade, military rank or industry title for each position)
3. Current SF-50 (**redact SSN and date of birth**)
4. Three (3) Supervisor References: Required from current and recent supervisor and supervisors from prior deployments
5. Documentation of command / component approval to deploy

Submit complete application package to the MoDA Program Office email address:

dscn.ncr.bpc.list.moda@mail.mil

Command Approval to Deploy is Required:

Department of the 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%20Workf>

[orce/For ms/AllItems.aspx](#)

Submit completed MoDA Application and Command Support Form for DON Employees to the group email inbox: OCHRSTE_EC@navy.mil Ensure "MoDA" appears in the subject line.

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: dscanrc.bpc.list.modaprograminfo@mail.mil