

**MINISTRY of DEFENSE ADVISORS (MoDA)**

**Position Description – UKRAINE – DEFENSE BUDGET, RESOURCE MANAGEMENT**

**Title: Defense Budget, Resource Management**

**COCOM: EUCOM**

**Grade: GS-14/15**

**Tour length: 12 to 24 months**

**Location: Kyiv, Ukraine**

**Clearance: SECRET**

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

The Ministry of Defense Advisors (MoDA) program trains advisors to work with Partner Nations to identify long term goals and to achieve locally developed, sustainable solutions. Selectees must complete a 6-week comprehensive training course prior to deployment. Training includes advisor and mentor skills, capacity building, operational readiness, as well as history, culture, and language training.

**Background:** The Ukrainian Ministry of Defense (MoD) and Armed Forces inherited a legacy Soviet military following the end of the Cold War. While they reduced their military from a one million plus force down to 140,000, the legacy roles, responsibilities, and missions stayed the same, and in some cases, were significantly stripped of resources over a 20-year period. The current conflict with Russia has highlighted the MoD's need to reform defense budgeting processes to train and equip a modern fighting force. The advisor will help ministry counterparts to re-examine priorities, utilize the interagency coordination mechanism, and meet approval timelines for the government's defense budget process. The advisor's primary focus is support for Ukraine's restructuring of defense budget management systems towards NATO/International generally accepted principles and standards, and increased overall transparency, reduction of corruption, and support of the MoD goals toward NATO interoperability.

**Specific Tasks:**

- Serve as the primary adviser to the Ukraine Ministry of Defense (MoD) providing advice and assistance to senior leaders and staff for the development, coordination, and implementation of defense budgeting policies, strategies, and plans.
- Assist with planning and execution efforts to build the MoD's defense budgeting capabilities and facilitate effective collaboration between Ukrainian government ministries, agencies, and departments.
- Provide advice on program formulation, justification, cost estimating models, policy and procedures, and budget strategies under fiscal constraints.
- Support implementation of the Manager's Internal Control Program (MICP)/ Risk Management Framework.
- Assist ministry counterparts with the establishment and use of internal controls to promote transparency and accountability.
- Assist the MoD Finance Department and staff in building a sustainable financial management capability that enables a Ukraine-led budget process across the MoD.
- Train, advise, and assist MoD counterparts on budget / finance program development and execution.
- Identify organizational shortfalls or process gaps, build consensus, reach agreement, document conclusions, and monitor implementation of policies across all functional areas that touch defense budgeting.

- Facilitate interagency/inter-ministerial coordination on issues between MoD and other Ukraine stakeholders.

**Required Knowledge/Skills/Abilities:**

- Minimum 10 years of experience in budget, finance, reports, banking, payroll, and financial management systems.
- Extensive experience developing, coordinating, and implementing defense budgeting policies, strategies, and plans for defense organizations.
- Knowledge of budget forecasting models and creation and recommendation of relevant trends analysis for short and long term budget forecasting.
- Experience in review of budget processes and procedures and the development of gap analysis and recommendations for greater efficiencies in the budget process.
- Relevant supervisory experience in planning, programming, budgeting and execution of funds at a major defense institution (Service HQ, Joint Staff, OSD, COCOM, etc.)
- Experience working with high level defense offices and organizations; assistant secretary, three-star level command, or higher.
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders in multiple functional areas.
- Demonstrated ability to work in an environment with limited resources on compressed timelines, and ability to apply innovative and creative solutions to resolve problems.
- Exceptional interpersonal and communication skills and the ability to work collaboratively with international counterparts to achieve goals.
- Willingness to work collaboratively with MoD officials and U.S., UK, and NATO advisory efforts relating to defense budgeting capacity building programs.
- Knowledge of risks associated with operational and financial processes and procedures and the ability to recommend applicable internal controls to mitigate risk.

**Desired Knowledge/Skills/Abilities:**

- Graduate degree and academic background in resource management, budget, accounting, internal controls and finance.
- Experience in the articulation and advocacy of U.S. Department of Defense plans and requirements to other U.S. agencies or Congress.
- Demonstrated analytical ability to identify gaps, bottlenecks and causes for system failures along with the ability to develop a solution and plan for implementation.

**Additional Information:**

- Incumbent must be available for detail from their 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 Kyiv, Ukraine 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](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
3. Current SF-50 (redact SSN and date of birth)
4. Supervisor reference(s) required from current supervisor and supervisor from prior deployments to Iraq or Afghanistan (if applicable)
5. Documentation of command / component approval to deploy

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

[dsca.ncr.bpc.list.moda@mail.mil](mailto:dsca.ncr.bpc.list.moda@mail.mil)

### **Command Approval 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](http://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, and the AFPC team will submit to MoDA for 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](mailto:afpc.expeditionarycivilian@us.af.mil) for final AF action. The application and other information are available at the AF Expeditionary Civilian site: <https://usaf.dps.mil/teams/12852/SitePages/Home.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.secnnav.navy.mil/orgs/MRA/DONHR/OCHRStennis/Expeditionary%20Civilian%20Workforce/Forms/AllItems.aspx>

Submit completed MoDA Application and Command Support Form for DON Employees to the group email inbox: [OCHRSTE\\_EC@navy.mil](mailto: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:

[dsca.ncr.bpc.list.modaprograminfo@mail.mil](mailto:dsca.ncr.bpc.list.modaprograminfo@mail.mil)