

MINISTRY of DEFENSE ADVISORS (MoDA) PROGRAM
Position Description: UKRAINE – Strategic Communications

Title: Strategic Communications Advisor

Location: Kyiv, Ukraine

Grade: GS-13/14/15

Tour length: 12 to 24 months

COCOM: EUCOM

Clearance: Secret

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

Background: Candidate serves as the primary adviser to the Ukrainian Ministry of Defense providing advice and assistance to senior leaders and staff for the development, coordination, and implementation of strategic communications policies, strategies, and plans. The priority will be meeting the challenges faced in reforming the Ukrainian Armed Forces and successfully coordinated across all Ministries, Agencies, Departments, and non-governmental organizations, e.g., civic and public civil defense bodies. The primary focus will be on supporting the Minister of Defense in developing strategic communications doctrine, structure, systems and capacity; providing methodological, practical and long-term systems to communicate to internal and external audiences; as well as providing advice and subject matter expertise in the realms of Civil-military Cooperation (CIMIC), Military Information Support Operations (MISO), Media Relations, Press Officer Corps Development.

The overall goal of this effort is to provide immediate support to an institutionally weak strategic communications capability throughout the entire Ukrainian Ministry of Defense. Improved inter-ministerial coordination of “messaging” is essential. Additionally, efforts must consider the development, vetting, and implementation of techniques and processes that will enable the Ministry of Defense to effectively and consistently reach out to non-government organizations, particularly those supporting ongoing military operations. The range of advisory support and training assistance occurs at the tactical, operational, and strategic levels. Incumbent will report to the Senior Defense Official and support the Security Cooperation Office; ensuring efforts are aligned with broader U.S. Embassy objectives as outlined in the Integrated Country Strategy and US European Command (EUCOM) Country Security Cooperation Plan (CSCP).

Qualifications: Candidates must demonstrate a sophisticated understanding of strategic communications policies, and program development at a departmental or services level. How they relate to other MoD functions and subordinate organizations. Competitive candidates will have significant experience in the application of Strategic Communications procedures and practices, and a full understanding of the force design and management processes that lead to communication requirements.

Required Knowledge, Skills and Experience:

- Applicants must have demonstrated senior Public Affairs, Information Operations, and/or Strategic Communications experience as their primary functional area
- Extensive experience (preferably 10 years or more) in developing, coordinating, and implementing strategic communications and/or Information Operations policies, strategies, and plans for national security or defense organizations
- Experience in various forms of media and knowledge of government public affairs and commercial media
- Experience working with high level 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 from multiple functional areas
- Proven success in individual and organizational capacity building, with a demonstrated ability to share knowledge, mentor and coach others
- 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 counterparts to achieve goals through the provision of quality advice, support, and mentoring.

Desired Knowledge, Skills and Experience:

- A graduate degree and academic background in communications, journalism, or political science.
- Experience managing strategic communications in an ongoing crisis or military operation.
- Experience articulating and advocating U.S. Department of Defense plans and requirements to other U.S. agencies or Congress.
- Experience working, training, and living in an international setting.
- Strong interest in learning a foreign language and ability to adapt to a diverse cultural environment.
- Experience training and working with Central or Eastern European national defense organizations.
- Prior active duty military experience is desired.

Specific Tasks:

- Build critical, enduring relationships and establish trust and confidence by immersing oneself with our partners.
- Analysis, planning, coordination, and execution of efforts to build strategic communications capability throughout the Ukrainian Ministry of Defense, and facilitate effective collaboration between government ministries, agencies, departments, and non-government organizations.
- Identify organizational shortfalls or process gaps, build consensus, reach agreement, document conclusions, and monitor implementation of policies across all functional areas that touch strategic communications in a national security setting.
- Simultaneously identify organizations, procedures, concepts, and assumptions that require substantive reforms and/or devolution.
- Serve as a Co-Chair on the Multinational, Joint Executive Committee (MJC), Strategic Communications Working Group.
- Meet regularly with the Minister of Defence to review priorities and provide progress updates.
- Advance and support other security cooperation efforts, such as improving the sustainability of U.S. military sales and FMF activities, coordinating and harmonizing other institutional capacity building efforts, and identifying opportunities to improve the integration of IMET, regional centers, and other education and training programs.

Additional Requirements:

- Incumbent possess an active SECRET security clearance.
- 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 for 12 to 24 months 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 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: Summarize 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): from current supervisor and from prior deployments to Iraq or Afghanistan
5. Documentation of command/ component approval to deploy

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

dscn.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.

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

The AFPC team will submit to MoDA for consideration. 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.secnav.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. 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