

MINISTRY of DEFENSE ADVISORS (MoDA)
BELGIUM - NATO DEFENSE POLICY AND PLANNING (DPP)

Title: NATO Defense Policy/Planning (DPP) Advisor

COCOM: EUCOM

Grade: GS-14/15

Tour Length: 12 to 24 months

Location: Brussels, Belgium

Clearance: NATO Secret

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

Background:

At the Wales Summit in September 2014, NATO launched the Defense and Related Security Capacity Building (DCB) Initiative to institutionalize NATO's ability to stabilize nations in crisis without deploying large forces. NATO's DCB efforts prioritize institutional-level functional area development with partner nation defense ministries and general/joint staffs, to include: resource management, logistics, and strategic planning. NATO-approved DCB support packages to provide tailored strategic defense planning advice to the defense institutions of Georgia, Iraq, Jordan, Moldova and Tunisia. The governments of these DCB recipients seek to modernize and build the capacity of their ministries of defense (MOD), general staffs, and defense forces in order to strengthen defense governance, enhance management capabilities, and build more effective forces to protect national sovereignty.

NATO is seeking a Voluntary National Contribution (VNC) to assist the DCB team, within the International Staff (IS) Operations Division in providing strategic defense planning, force/capability planning advice on Security (Defense) Sector Reform (SSR) for Iraq and other partner nations. The VNC will liaise with allies to garner necessary resources to allow the Defense Institution and Capacity Building Directorate (DICB) to meet its responsibility of providing tailored expert strategic defense planning and force/capability planning advice to the Iraqi and other partner defense institutions. The regular place of work will be NATO Headquarters, Brussels. However, the VNC will be expected to travel to Iraq on a regular basis, for up to two weeks at a time.

Specific Tasks:

- Directly advise partner nation counterparts in force structure planning, analysis and implementation.
- Develop expert-level knowledge of Iraq DCB background documents, to include: political guidance, background briefs, trip reports, and strategic documents such as the National Security Strategy, defense policies, operating concepts, and current and proposed force structure planning documents.
- Perform program coordination with key stakeholders involved with Iraq, to include: the IS, International Military Staff (IMS), NATO Command Structure (NCS) military personnel, NATO Mission staff in Iraq, DCB recipient personnel, Allied and partner nation personnel, and the EU, UN, and other relevant organizations dealing with DCB and Iraq.
- Assume a leadership role in developing materials for engagement with recipient partner (Iraq) interlocutors, such as PowerPoint presentations, background briefs, and speaking notes.

- Contribute to overall DCB policy development and delivery, including areas beyond direct area of responsibility.
- Attend relevant meetings, provide advice, and produce reports as necessary.

Required Qualifications:

- Knowledge of defense strategic planning and capability/capacity development, derived through 10 years of experience.
- University degree (Master's level preferred) in a relevant field.
- Experience working in a multilateral environment or with a variety of stakeholders from multi-cultural backgrounds.
- Proven track record of success in defense and related security capacity building.
- Knowledge of the functional areas of defense institution building, such as policy and strategy, defense resources, human resource management, logistics, civil-military relations, and defense governance and management; and how these areas relate to each other.
- Demonstrated communication skills and a track record of collaborating with counterparts to help them achieve goals through the provision of quality advice, support, and mentoring.
- Proven self-starter who can work independently at various organizational levels and with executives/managers/leaders/staff from multiple functional areas.
- Demonstrated ability to effectively engage with senior-level policymakers and military general officers/flag officers, both U.S. and foreign.
- Strong coordination and synchronization skills necessary to work with a wide-range of NATO Allies and partner nation stakeholders, related allied and multinational organizations, and NGO efforts.
- Ability to travel to Iraq and other countries, often in austere environments, on a regular basis, and a strong interest in learning a foreign language.
- Willingness to work collaboratively with MOD officials and NATO stakeholders.
- Demonstrated problem solving skills and the ability to work independently or as part of a team.

Desired Knowledge/Skills/Abilities:

- Knowledge and understanding of NATO structure, procedures and partnership programs.
- Experience across the areas of leadership development, communications, training, and organizational development.
- Proven success in individual and organizational capacity building, and desire to share knowledge, mentor, and coach others.
- Demonstrated ability to work in a challenging and complex environment with limited resources and to apply innovative and creative solutions to resolve problems.

Additional Information:

- Incumbent must be available for detail from their home organization for a period of 14-26 months to include training, preparation, and a 12-24 month assignment.
- The selected MoDA will do a Temporary Change of Station (TCS) move to Brussels, Belgium for 12-24 months and will receive a 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
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:

dscanrc.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 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.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. 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