Georgia MoDA Position Description

*Applicants must be DoD Civil Service in the GS 13/14/15 pay grades to be eligible*

COCOM: EUCOM  Function: Organizational Change Management
Grade: GS 13/14/15  Clearance: SECRET
Location: Tbilisi, Georgia  Tour length: 12 months (plus 2 months training)
Title: Senior Advisor

Background: The Georgian Armed Forces have difficulty sustaining capabilities gained through U.S. training programs due to a lack of institutional capacity. Shortcomings in the areas of human resources, logistics, policy and plans, and resource management have degraded the Georgian military’s ability to manage the force and execute its core territorial defense missions. In 2016, the DoD tasked EUCOM to execute the Georgia Defense Readiness Program (GDRP) to improve the institutional capacity of the Georgian Ministry of Defense (MoD) and General Staff (GS) to manage and sustain combat forces supporting the Georgia’s National Defense Plan. The GDRP will address identified shortcomings by directly linking advisory resources to capacity-building training programs. The program will establish tactical training programs to generate combat units and transform the supporting MOD and GS processes necessary to sustain and maintain them over time. One of the most serious challenges facing MoD is the lack of established staff and management processes. A full-time advisor with experience implementing organizational change, establishing staff coordination processes, and guiding transformation in a bureaucracy will be necessary for the successful and sustainable realization of GDRP objectives.

MoDA Requirements: The GDRP Organizational Change Management Advisor will coordinate bilateral GDRP activities and advise Georgian counterparts on the institutional changes required to effectively transform Georgia’s force management systems and improve combat readiness. The MoDA will principally serve as the U.S. advisor to the Georgian Minister of Defense and Chief of Defense on the management of the 4-year MoD Strategic Master Plan and the implementation of Georgia’s Strategic Defense Review. This role will require daily, continuous engagement with Georgian MoD and GS leadership. The MoDA will advise MoD and GS senior leadership on approaches to introducing and implementing significant organizational change; and provide recommendations on overcoming coordination and internal communication challenges between Ministry and GS departments.

Required Knowledge/Skills/Abilities:

- Experience in developing and implementing organizational change and management solutions in large and complex organizations, and knowledge of organizational change methods, tools, and frameworks.
- Experience working at the level of Department, Service, or Combatant Command.
- Basic knowledge of policy and strategy, budget and resource management, human 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, both U.S. and foreign, and operate in complex interagency environments.
- Willingness to work collaboratively with Georgian MoD officials and related NATO advisory and defense capacity building efforts.
- Ability to travel throughout Georgia and a strong interest in learning a foreign language.

Desired Knowledge/Skills/Abilities:

- Experience across the areas of leadership development, communications, and training.
- Familiarity with Euro-Atlantic defense institutions and processes, preferably with previous NATO experience.
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders/staffs from multiple functional areas.
Exceptional interpersonal skills, preferably with experience in mentoring and training, and living in an international setting.

Strong coordination and synchronization skills necessary to work with a wide range of USG security cooperation entities and individuals, related allied and multinational organizations, and assorted NGO efforts.

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.

Creative problem solving skills and the ability to work independently or as part of a team.

Specific Tasks:

- Synchronize the in-country transformation efforts of the GDRP.
- Establish trust-based relationships with Ministry and GS senior leadership to facilitate an effective advisory environment.
- Assist Georgian partners in developing sustainable ministerial structures, systems, processes, administrative functions, and communication flow so the MoD and GS can implement the significant changes needed to improve readiness.
- Analyze and enhance the capability and capacity of the Georgian MoD and GS for strategic thinking, coordinated planning and military decision making to address strategic and operational requirements.
- Advise the MOD and GS on refinement of staff coordination processes.

Additional Information:

- Incumbent must be able to obtain and maintain a SECRET security clearance.
- Incumbent must be available for detail from their home organization for a period of 12-24 months, not to include five weeks of MoDA training.
- The selected MoDA will do a Temporary Change of Station (TCS) move to Tbilisi for 12-24 months and will receive 5% post differential and 30% 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.

Interested applicants should submit the following:

1. Cover letter
2. Resume
3. Current SF-50 (redacted, no SSN)

HOW TO APPLY: Submit application package to the MoDA Program Office email address: dsca.ncr.bpc.list.moda@mail.mil

Applications are due NLT 15 OCT 2018. Competitive applicants will be contacted for a telephone interview. Throughout the process, reference and background checks will be completed.