Human Resources Management Ministry of Defense Advisor (MoDA), Romania

Position Description

*Applicants must be current, permanent, DoD Civil Service to be eligible*

COCOM: EUCOM
Location: Bucharest, Romania
Grade: GS-13/14/15
Function: Human Resources Management (HRM)

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Pre-deployment Training:
- Class 28 begins January 2019, deployment March 2019
- Class 29 begins April 2019, deployment June 2019

Background: The Ministry of Defense Advisors (MoDA) Program is designed to forge long-term relationships that strengthen a partner state's defense ministry. The program matches senior Department of Defense (DoD) civilians with partner ministry counterparts in similar functional areas. Selectees must complete a comprehensive and highly tailored 5-week training course prior to deployment. Training includes advising and mentoring skills, capacity building, operational readiness, as well as history, culture, and language training. Instruction is reinforced by engagement scenarios using native speaking role players.

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 (DGMRU) under the Ministry of National Defense (MND) needs assistance to develop and implement a modern human resources management system. Sustained, long-term assistance is required in order to advance process improvements.

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 benefits and enhanced pay, as well as recruitment practices, that streamline the Romanian force construct and support 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 and civilian members. Provide technical advice and guidance regarding a wide variety of military HRM programs that include: officer, enlisted, and civilian service; force management; personnel readiness; retention; evaluation, selection, and assignment processes; and separations.
- 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 MoD in developing requirements for record-keeping and database management tools related to military and civilian HRM.
Desired Skills/Capabilities:

- Applicants should have detailed knowledge of the following key HRM processes:
  - Delineation of the connections between national strategic goals, their implications for force roles, missions, design, and size, and the more specific goals of the HRM system.
  - Development and support of an all-volunteer force. This includes continuing assessment of the feasibility of any path being considered, given the circumstances.
  - Rationalization of the total compensation system; developing a comprehensive view of the system that includes all monetary and non-monetary aspects.
  - Shaping the personnel profile so that it meets current requirements and is sustainable over time—i.e., ensuring the objective grade and experience profile is feasible.

- Demonstrated communication skills and the ability to work collaboratively with US Embassy Country Team, host nation personnel, and international counterparts.

- Demonstrated ability to work in an environment with limited resources and creative problem solving skills and the ability as part of a team.

- Exceptional interpersonal skills, preferably with experience in mentoring, training, and living in an international setting.

- Familiarity with U.S. security cooperation programs.

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 make a Temporary Change of Station (TCS) move to Bucharest for 12-24 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.

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:
Applications are due NLT 30 November 2018. Competitive applicants will be contacted for a telephone interview. Throughout the process, reference and background checks will be completed.