

Ministry of Defense (MoDA) Program Deployment Requirement
OPEN AND CONTINUOUS PLACEMENT
Applicants must be current, permanent, DoD Civil Service employees

CCMD: CENTCOM

Organization: DSCA/MoDA

Position Title: CONTRACTING SUPPORT SENIOR ADVISOR (MoI)

Grade: GS- 0340/0343/0346/0962/1102-13/14/15

Deployment Location: Kabul, Afghanistan

Tour length: 14 months**

Security Clearance Level: Secret

Background: The Ministry of Defense Advisors (MoDA) Program is designed to forge long-term relationships that strengthen a partner state's defense or interior ministry. The program matches senior Department of Defense (DoD) civilians with ministry counterparts in similar functional areas. Selectees must complete a comprehensive and highly tailored 7-week CONUS training course prior to deployment. Training includes advising and mentoring skills, operational readiness, personal security, as well as history, culture, and language training. Instruction is reinforced by engagement scenarios using native speaking role players.

DUTY DESCRIPTION:

CONTRACTING SUPPORT SENIOR ADVISOR (MoI)

GS- 0340/0343/0346/0962/1102- 13/14/15

The incumbent will advise the Afghan Ministry of Interior (MoI) Contracting/Procurement. Train, Advise, and Assist (TAA) leadership and staff on a comprehensive, functionally focused effort to integrate and improve the procurement structure across the MoI and Afghan National Police with a goal of accelerating ministerial development of this function across the enterprise. Advisor must have the following skill set: manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics. Performing or supervising clerical and technical work that supports the procurement of supplies, services, and/or construction. Procurement clerks and technicians prepare, control, and review procurement documents and reports; verify or abstract information contained in documents and reports; contact vendors to get status of orders and expedite delivery; maintain various procurement files; resolve a variety of shipment, payment, or other discrepancies; or perform other similar work in support of procurement programs and operations. The work requires a practical knowledge of procurement procedures, operations, regulations, and programs.

Additional Qualifications:

- Applicants must possess and detail a minimum of 10 years' experience in the applicable functional area as a government civilian.
- Demonstrated communication and interpersonal skills, including the ability to work collaboratively with counterparts to help achieve goals through the provision of quality advice, support, and mentoring.
- Experience developing and coordinating policies and strategies within one or more of the

above functional areas for the purpose of developing national-level defense capabilities.

- Proven success in organizational capacity building, and demonstrated ability to share knowledge, mentor, and coach others.
- Experience with training and working internationally with partner governments or their militaries is desired.

Additional Information:

- Applicants found to be an initial match to requirements will be contacted to schedule a screening telephone call in advance of a possible interview for placement.
- **Selectees will be detailed from their home organizations for a period of 14 months to include 7 weeks' CONUS training and 12 months' deployment to Kabul, Afghanistan.
- Applicants for these positions must pass a pre-employment medical examination. These positions operate in a physically demanding and austere environment, require the ability to maneuver with the additional weight of body armor in extreme temperatures, and may require lifting heavy items, walking over rough terrain, and working in adverse weather conditions.

To Apply: CURRENT, PERMANENT DOD CIVILIANS ONLY, REVIEW THE BODY MASS INDEX AND OTHER PHYSICAL REQUIREMENTS AT THE FOLLOWING LINK BEFORE SUBMITTING AN APPLICATION PACKET:

http://www.cpms.osd.mil/expeditionary/pdf/USCENTCOM-MOD-13_TAB-A.pdf

MoDA Application Packet:

1. Command approval as listed below
2. Cover letter outlining why you are interested in advising in Afghanistan
3. Narrative Resume (**list dates, series, and grades held for each position**)
4. Current SF-50 (**redacted, no SSN**)
5. Two professional references (**name, contact info, and organizational affiliation only**) please ensure at least one of your references is a current or former supervisor
6. **If you have deployed previously:** Provide contact information for all in-theater supervisors

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: dscn.ncr.bpc.list.modaprograminfo@mail.mil