

## Ministry of Defense (MoDA) Program Deployment Requirement

### OPEN AND CONTINUOUS PLACEMENT

**\*Applicants must be current, permanent, DoD Civil Service employees\***

**CCMD:** CENTCOM

**Organization:** DSCA

**Position Title:** MoDA ADVISOR (PROCUREMENT)

**Pay Plan/Series/Grade:** GS-0301/0340/0343/1102-13/14/15

**Deployment Location:** Kabul, Afghanistan

**Tour length:** 12 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:**

##### **ADVISOR (PROCUREMENT)**

GS-0301/0340/0343/1102-13/14/15

Incumbent will Train-Advise-Assist (TAA) ministerial-level Afghan National Security and Defense Forces (ANDSF) procurement officials to build sustainable capacity at both the national and regional levels. This includes advising senior officers who make policy, as well as personnel who execute those policies through contract production and administration. Perform TAA on the full range of cradle-to-grave procurement processes, including: monitoring contract performance for conformance to law, delivery schedules, payment provision, and contract reporting requirements; resolving delivery schedule problems with vendors; vendor negotiations; reviewing technical and financial reports prior to contract award; development of contract specifications and statements of work; preparing and monitoring requirements packages; and formulation and implementation of contract and procurement policies.

##### **Additional Information or Desired Skills (if appropriate):**

- 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.
- Proven self-starter who can be successful working independently or within a team at various organizational levels and with executives/managers/leaders from multiple functional areas and organizations.
- Proven success in organizational capacity building, and demonstrated ability to share knowledge, mentor, and coach others.
- Demonstrated ability to work in an environment with limited resources and to apply innovative and creative solutions to solve problems.
- 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.
- Experience with training and working internationally with partner governments or their militaries

is desired.

- Interest in learning a foreign language and demonstrated ability to adapt to a diverse cultural environment.

**Additional requirements:**

- Applicants must possess a minimum of 10 years of detailed work experience in the applicable functional area.
- Must have at least an Interim SECRET security clearance to begin training.
- 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. Specific physical requirements for this location may be found the following link:  
[http://www.cpms.osd.mil/expeditionary/pdf/USCENTCOM-MOD-13\\_TAB-A.pdf](http://www.cpms.osd.mil/expeditionary/pdf/USCENTCOM-MOD-13_TAB-A.pdf)

**To Apply: Current, permanent DoD Civilians Only**

**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. Full details of the Army application process are available on the [https://community.apan.org/wg/hqda\\_ecw\\_cpol/](https://community.apan.org/wg/hqda_ecw_cpol/)

**Air Force Employees:** Must submit fully coordinated AF application to the AF Expeditionary Civilian team. The application and other information are available at the AF Expeditionary Civilian site: [https://cs3.eis.af.mil/sites/AF-DP-00-37/AFKN\\_Docs/Forms/AllItems.aspx](https://cs3.eis.af.mil/sites/AF-DP-00-37/AFKN_Docs/Forms/AllItems.aspx)

**Navy and US Marine Corps Employees:** Contact Navy Expeditionary Civilians Program Manager, Ms. Bertina Whiddon to coordinate command approval: [bertina.whiddon@navy.mil](mailto:bertina.whiddon@navy.mil)

**Fourth-Estate Employees (i.e. WHS, DCMA, DISA, DLA, etc.):** Provide approval memorandum signed by Agency Director or first SES/GOFO in your chain of command

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**Interested applicants should submit the following to the MoDA Program Office email address: [dscn.bpc.list.modaprograminfo@mail.mil](mailto:dscn.bpc.list.modaprograminfo@mail.mil)**

1. Cover letter outlining why you are interested in the position
2. Narrative Resume (**list dates, series, and grades held for each position**)
3. Current SF-50 (**redacted, no SSN**)
4. Two professional references (**name, contact info, and organizational affiliation only**) please ensure at least one of your references is a current or former supervisor
5. **Previous deployed candidates only:** Provide contact information for all in-country deployment supervisors