

MINISTRY of DEFENSE ADVISORS (MoDA)

Position Description: JORDAN – NATO Defence Capacity Building, Core Team Lead

Title: Advisor, NATO DCB Core Team Lead

Grade: GS-13/14/15

Clearance: NATO Secret

Location: Amman, Jordan

Tour length: 12 to 24 months

COCOM: CENTCOM

Eligibility: Applicants must be DoD Civilians in GS-13/14/15 pay grades or equivalent

Background:

The Jordan Defence Capacity Building (DCB) Package was approved by the North Atlantic Council in November 2014 and revised in May 2017, and includes nine areas of cooperation; Information Protection, Cyber Defence, Military Exercises, Counter-IED, Border Security, Strategic Defence Review, Personnel Management, Logistics Systems and Civil Preparedness/Crisis Management. The NATO Core Team Lead Advisor in Jordan is responsible for implementing DCB-related activities, monitoring progress and reporting on achievements and obstacles in advancing the DCB Initiatives.

Specific Tasks:

- Facilitates and contributes to the implementation of the logistics Capabilities Based Assessment (CBA) execution plan by ensuring in-country continuity of the support provided by Institute for Security Governance (ISG) subject matter experts in accordance with the US Institutional Capacity Building Support Plan (ICB SP) and consistent with the approved JAF governance structure.
- Leads the activities of all NATO personnel (including VNCs) in Jordan supporting the implementation of the Jordan DCB Package.
- Briefs the Ministry of Defence and the appropriate Staff of the Jordanian Armed Forces (JAF) on progress in the implementation of the DCB package.
- Assist with implementing new doctrine and policy established in the Logistics Concept of Operations (ConOps) for the JAF logistics structure in order to clarify roles and responsibilities of logistics agencies, directorates and units to support JAF efforts to meet NATO standards.
- Provide advice on policies and on the functions and tasks, and structure of the JAF with the goal to fully develop interoperability with NATO Partner Nations and Allies. To the degree possible these standards should also be interoperable and balanced with U.S. Geographic Combatant Command standards as well.
- Consults with the designated JAF representatives and reports on progress on a regular basis to NATO and MAP-J.
- Liaises closely with the NATO CPE (Contact Point Embassies) to ensure coherent implementation of the DCB package in Jordan.
- Liaises with Allied and relevant partner Embassies in Jordan to help prevent overlap or duplication of assistance to Jordan.
- Represents NATO on implementation of the DCB Package at conferences and meetings.

- The incumbent may be required to attend activities with impact on DCB implementation organized in NATO HQ and outside the capital of Jordan.

Required Knowledge, Skills and Experience:

- Experience working in support of senior Defense officials (e.g., Deputy Assistant Secretary/two-star level).
- Minimum 20 years of experience with U.S. strategic and operational level ground and joint inventory, distribution and maintenance management, Human Capital development, logistics planning, logistics automation, and requirements driven processes.
- Advanced project management skills.
- Appropriate social skills and cultural awareness to exert (informal) leadership in a complex multinational environment.
- Demonstrated communication skills and the ability to work collaboratively with counterparts to help them achieve goals through the provision of quality advice, support, and mentoring.
- Demonstrated ability to work in an environment with limited resources and to apply innovative and creative solutions to resolve problems
- Exceptional interpersonal and communication skills and the ability to work collaboratively with counterparts to achieve goals through the provision of quality advice, support, and mentoring.

Desired Knowledge, Skills and Experience:

- Familiarity with U.S. security cooperation programs.
- Prior service in NATO Headquarters, or in NATO Command Structures positions.
- Graduate of a national War College, preferably the Eisenhower School or equivalent.

Additional Information:

- Incumbent must be available for detail from their home organization for a period of at least 14 months to include training, preparation and a 12 to 24-month assignment.
- The selected MoDA will conduct a Temporary Change of Station (TCS) move to Amman, Jordan for 12 to 24 months and 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 maybe 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 (include civilian GS grade, military rank or industry title for each position)
3. Current SF-50 (**redact SSN and date of birth**)
4. Three (3) Supervisor References: Required from current and recent supervisor and supervisors from prior deployments
5. Documentation of command / component approval to deploy

Submit complete application package to the MoDA Program Office email address:
dscn.ncr.bpc.list.moda@mail.mil

Command Approval to Deploy 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.secnv.navy.mil/orgs/MRA/DONHR/OCHRStennis/Expeditionary%20Civilian%20Workforce/For ms/AllItems.aspx](https://portal.secnv.navy.mil/orgs/MRA/DONHR/OCHRStennis/Expeditionary%20Civilian%20Workforce/For%20ms/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