



Ministry of Defense Advisor (MoDA) Program
Position Description: IRAQ- Senior Advisor- Security Sector Reform (SSR)

Title: Senior Advisor- Security Sector Reform (SSR)

Location: Baghdad, Iraq

Series/Grade: GS-13/14/15

COCOM: CENTCOM

Tour length: 12 months *

Security Clearance: Secret

Applicants must be DoD civilians in GS-13/14/15 pay grades or equivalent to be eligible

The Ministry of Defense Advisor (MoDA) program trains and deploys Department of Defense civilians to serve as Advisors supporting Institutional Capacity Building initiatives within Partner Nations. Successful completion of the MoDA Strategic Advisor Course is required. The 7-week training includes advising and mentoring skills, operational readiness, history, culture, and language training. The incumbent will use their experience to assist partners in finding host nation solutions and create sustainable programs and processes within their laws and cultures.

Background:

NATO Mission Iraq (NMI) was established in response to a U.S. Secretary of Defense request for NATO support of Security Sector Reform (SSR) efforts in Iraq (also known as Institutional Capacity Building (ICB)). NATO assistance in support of Iraqi SSR covers a wide range of efforts, including but not limited to: Defense Planning, Civil Preparedness/ Civil Emergency Planning, Building Integrity (BI) Program, Defense Education Enhancement Program (DEEP), Cyber Defense, Human Resources Management (HRM) Logistics/Sustainability, Procurement, Gender Integration, Peace and Security.

MoDA Requirements:

The incumbent will advise Iraqi Defense counterparts at the ministry level. Work within the NMI Security Sector Reform or Ministerial Advisory Division to plan and coordinate NATO support to Iraqi SSR efforts. Advise Iraqi counterparts to build capacity in identifying gaps, and subsequently developing sustainable, capability-based plans and policies that fit Iraqi laws and customs. The incumbent must possess the necessary interpersonal skills, patience, tact, and diplomatic acumen to deftly negotiate partner engagements to establish Iraqi buy-in and ownership without having to promise NATO equipment support. Ensure continuity of effort and on-site follow up with Iraqi counterparts on outcomes and opportunities resulting from engagements by visiting subject matter experts and Mobile Training Teams (MTT). Synchronize SSR plans and activities in close coordination with NATO International Staff (Brussels) and other International Organizations. Advise Commander (COM) NMI on all SSR related issues. Act as Subject Matter Expert (SME) for best practices to NMI staffs/colleagues. Coordinate with other MoDA advisors or applicable stakeholders both inside and outside of Iraq to synchronize Institutional Capacity Building (ICB) concepts, plans, and lines of effort efforts nationwide.

Required Knowledge/Skills/Abilities:

- Minimum of ten (10) years' experience as a DoD civilian/military with documented experience developing policy across large organizations and commands.



- Demonstrated experience in conducting, analyzing, and briefing findings of organizational studies and/or gap analyses OR capability-based planning experience.
- Experience to work in an environment with limited resources on compressed timelines and apply innovative and creative solutions to resolve problems.
- Demonstrated ability to effectively engage with senior civilian defense and military general/flag officers, both U.S. and foreign, and operate in complex interagency/inter- ministry and multinational environments.
- Exceptional interpersonal and communication skills and the ability to work collaboratively with partner nation counterparts to achieve goals through the provision of quality listening, understanding, advice, support, and mentoring.
- Experience advising executive-level leadership on risk management strategies that identify and exploit opportunities, minimize exposure to threat, minimize losses during crises, and ensure continuity of operations following a disaster.
- Five (5) years' experience in developing and coordinating policies and strategies for the purpose to develop national-level defense capabilities, specifically for security section issues.

Desired Knowledge/Skills/Abilities:

- Graduate of senior level Professional Military Education program, such as War College, with an emphasis on international studies.
- In-depth knowledge and experience in crisis/emergency/risk management processes and procedures at the senior level.
- Proven ability to prepare and brief senior staff on state/national emergency events (floods, hurricanes, earthquakes, etc.).
- Proven self-starter who can be successful working independently at various organizational levels and with senior leaders from multiple functional areas.
- Experience to work in an environment with limited resources on compressed timelines and apply innovative and creative solutions to resolve problems.
- Demonstrated ability to effectively engage with senior civilian defense and military general/flag officers, both U.S. and foreign, and operate in complex interagency/inter- ministry and multinational environments.
- Demonstrated experience in the law enforcement and security fields associated with the Security Sector Reform as delineated above (e.g., Crisis Management, and Critical Infrastructure Protection).
- Military/civilian experience as an Operational/Logistics Officer.
- Prior knowledge of NATO structures, organization, procurement, decision-making, policies, documents, partnership tools, hierarchies, and NATO relationships with non- NATO partners.
- Two (2) years' international security experience in developing, implementing, and managing crisis management programs with multi-national organizations or foreign partners.
- Operational experience supporting response to floods, hurricanes, earthquakes, etc.

Additional Information:

The advisor will make a Temporary Duty (TDY) move to Iraq, and will receive premium pay for nights/weekends and holidays, hazard duty, post differential, and overtime while assigned to post. Danger pay and post differential premium pays are calculated based on Department of



State guidance:

https://aoprals.state.gov/Web920/location_action.asp?MenuHide=1&CountryCode=1157

Premium pay for nights, weekends, and holidays are calculated based on OPM guidance

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/premium-pay-title-5/>

* Must be available for detail from home organization for a period of at least 14-months to include training, and preparation for a 12-month assignment.

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 chronological resume (include civilian GS grade, military rank or industry title for each position)
3. Most recent SF-50 (redact SSN and date of birth)
4. Three (3) Supervisor References: Required from current supervisor and/or supervisors from prior deployments (substitutions allowed)
5. Documentation of command / component approval to deploy

Submit application package to the MoDA Program Office email address:

dsca.ncr.bpc.list.moda@mail.mil

Command Approval to Deploy is required:

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 an approved AF Expeditionary Civilian application package to the AF Expeditionary Civilian team prior to Ministry of Defense Advisor (MoDA) Program for consideration. The application template can be found at:

<https://usaf.dps.mil/teams/12852/SitePages/Home.aspx> and must contain Colonel/GS-15 or equivalent level approval. The completed package should include an approved application, resume, current SF-50 (SSN & Date of Birth redacted-unreadable), and the following items, as prescribed by the recruitment ad: cover letter, letter(s) of reference/recommendation, and any additional documentation. Submit the completed package to:

afpc.expeditionarycivilian@us.af.mil and the team will process for final endorsement to MoDA.



Navy and US Marine Corps Employees:

Click on the following link to the MoDA Application and Command Support Form for DON Employees:

<https://portal.secnav.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: dsca.ncr.bpc.list.modaprograminfo@mail.mil