



**Ministry of Defense Advisor (MoDA) Program**  
**Position Description: IRAQ - Senior Strategic Planning and Policy Advisor**

**Title:** Senior Strategic Planning and Policy Advisor

**Location:** Erbil, Iraq

**Grade:** GS-14/15

**COCOM:** CENTCOM

**Tour length:** 12 months

**Clearance:** Secret

**Applicants must be DoD Civil Service in the GS-14/15 pay grades 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:**

The Office of Security Cooperation Iraq (OSC-I), with the Institute for Security Governance, partnered with the Kurdistan Regional Government (KRG), Ministry of Peshmerga Affairs (MoPA) to help develop strategy policy and guidance. The incumbent Advisor will support the development of foundational strategic guidance and provide an avenue for Kurdish Security Forces (KSF) to build and understand sound defense planning and budgeting processes.

**Requirements:**

The incumbent will advise both KRG and MoPA senior leadership and staffs. Work with stakeholders to coordinate assistance in the field of Security Sector Reform (SSR) and enable development of local solutions. Coordinate internally with the Plans Office, Specialized Program Office, and Resource Division to enable the Kurds to take ownership of goals and milestones. Act as Subject Matter Expert (SME) for best practices to both Kurdish counterparts and Unified Action Partners (UAP)/colleagues.

Coordinate with other UAP Advisors or applicable stakeholders both inside and outside of Iraq to synchronize Institutional Capacity Building (ICB) concepts, plans, and lines of effort nationwide.

- Serves as an advisor to the OSC-I Northern Affairs senior leadership on strategic and operational issues associated with building partnerships and capacity for the KSF.
- Establishes trust-based relationships with KRG and MoPA senior leadership to facilitate an effective advisory environment.
- Assists Kurdish partners in developing and institutionalizing effective and sustainable Strategy, Plans, and Policy practices to improve defense readiness.
- Analyzes and enhances the capability and capacity of KRG and MoPA partners for strategic thinking, coordinated planning and military decision-making to address strategic and operational requirements.
- Advises KRG and MoPA partners to implement strategic policies that facilitate effective



procurement decisions, articulation of risk, force development, defense planning, and defined capability requirements.

- Coordinates with other forces, government agencies, and security assistance efforts in Iraq to synchronize effects.

**Required Knowledge, Skills, Experience:**

- Minimum of ten (10) years’ experience as a DoD civilian with a minimum of five (5) years’ 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.
- Demonstrated ability to work in an environment with limited resources on compressed timelines, and ability to apply innovative and creative solutions to resolve problems.
- Experience in analyzing, developing and applying QA/QC methodologies and management solutions in challenging and complex environments. Knowledge of organizational change methods, tools, and frameworks.
- Demonstrated communication skills, diplomacy and the ability to work collaboratively with counterparts to help achieve goals through the provision of quality support and mentoring.

**Desired Knowledge, Skills, Experience:**

- Creative problem-solving skills and a demonstrated ability to work as part of a team in an environment with limited resources.
- Exceptional interpersonal skills, preferably with experience in mentoring, training, and living in an international setting.
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders/staffs from multiple functional areas.
- Seven to ten years of experience in PME enterprise or PME institutional management, or with War College or Staff College (or equivalent) as a faculty member, or in curriculum development.
- Significant experience instructing or implementing graduate-level seminar instruction including discussion-based approaches such as case studies, Socratic questioning, teleconferences, practical exercises, and synchronous or asynchronous e-learning.
- Proven familiarity with research methods and writing for academic publication.

**Additional Information:**

The selected Ministry of Defense Advisor will do a Temporary Duty (TDY) move to Iraq, and will receive Hazard duty, post differential, nights/weekends, Sunday Premium, holiday pay, 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](https://aoprals.state.gov/Web920/location_action.asp?MenuHide=1&CountryCode=1157)

Nights/weekend, Sunday Premium, Holiday pay 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 15 months to include training, preparation, and a 12-month assignment. Aside from 2 months training in country mission studies, counterterrorism, and advisor studies, may attend other DSCU training.
- 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](mailto: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](http://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](mailto: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](mailto: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](mailto:dsca.ncr.bpc.list.modaprograminfo@mail.mil)