

RESIDENT ADVISORS (MoDA) PROGRAM

Position Description: IRAQ- Senior Strategic Planning and Policy Advisor

Title: Senior Strategic Planning and Policy Advisor (PMNOC) **COCOM:** CENTCOM
Location: Baghdad, Iraq (NMI) **Tour Length:** 12 months*
Grade: GS 15 **Clearance:** SECRET

Applicants must be DoD Civil Service in the GS-15 pay grades to be eligible

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.

Resident Advisor Requirements:

The incumbent will **advise the Iraq Prime Minister National Operations Center (PMNOC)** leadership and staff responsible for inter-ministerial communication and coordination. Build capacity of counterparts to design and implement their own sustainable structures and procedures aimed at improving strategic communications and trust among the applicable Iraqi ministries. The incumbent WILL NOT perform this work for the counterparts, but will instead enable them to take ownership of goals and milestones. Act as Subject Matter Expert (SME) for best practices to both PMNOC counterparts and NMI staffs/colleagues. Establish and build rapport with/among applicable Professional Military Education (PME), and Political and Military (POL-MIL) commands and International agencies to leverage expertise as required. The incumbent must possess the necessary interpersonal skills, patience, tact, and diplomatic acumen to deftly negotiate partner engagements in order to establish Iraqi buy-in and ownership without having to promise NATO equipment support. 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, Experience:

- Minimum 10 years of experience as a DoD civilian/military with a minimum of five 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.
- Minimum of five (5) years' experience developing policy across large organizations and commands.
- Demonstrated communication skills, diplomacy and the ability to work collaboratively with counterparts to help achieve goals through the provision of quality support and mentoring.
- Experience as a Military/Civilian Plans & Policy Officer and at least two (2) years'

experience in Operations Centers.

- Demonstrated knowledge of NATO structures, organization, procurement, decision-making, policies, documents, partnership tools, hierarchies, and-NATO relationships with non-NATO partners.

Desired Knowledge, Skills, Experience:

- Graduate of senior level Professional Military Education program, such as War College, with an emphasis on international studies.
- Familiarity with U.S. security cooperation programs, and DoD institutional capacity building.
- Five years of experience of high level engagement with foreign partners or multi-national organizations, such as NATO.
- Prior experience working with NATO Military for access to the NATO International Military Staff and NATO military structures.

Additional Information:

* 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 TDY assignment.

- The selected RA will complete a Temporary Duty (TDY) move to Iraq, and will receive Hazard duty, post differential, holiday pay, and overtime pay for approved hours while assigned to post (nights/weekends).
- 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/>
- 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 Resident Advisor 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:

Employees must obtain approval from their Commander/Director (Colonel/GS-15 or above) via the AF Expeditionary Civilian Workforce (AFECW) application and submit to the AFECW team at: afpc.expeditionarycivilian@us.af.mil (with Resume), prior to RA consideration. The application can be retrieved at:

https://usaf.dps.mil/teams/12852/AFKN_Docs?viewpath=%2Fteams%2F12852%2FAFKN%5FDocs

Navy and US Marine Corps Employees:

Click on the following link to the Resident Advisor 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 RAApplication 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 Resident Advisor recruiting team: dscn.ncr.bpc.list.modaprograminfo@mail.mil