

MINISTRY of DEFENSE ADVISORS (MoDA)
Position Description - MOLDOVA- Organizational Change Management

Title: Organizational Change Management Advisor

Grade: GS-13/14/15

Location: Chisinau, Moldova

COCOM: EUCOM

Tour length: 12 to 24 months

Clearance: SECRET

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

The Ministry of Defense Advisors (MoDA) program trains advisors to work with Partner Nation Executives to identify high priority, long term goals and to achieve locally developed, sustainable solutions. The program matches senior Department of Defense (DoD) civilians with partner ministry counterparts in similar functional areas. Prior to deployment, selectees must complete comprehensive training that includes a Senior Advisor Course and country, mission and language studies.

Background: The Moldovan Armed Forces have difficulty sustaining capabilities gained through U.S. security assistance and training programs due to a lack of institutional capacity. Shortcomings in the areas of human resources, logistics, policy and plans, and resource management threaten their stated objectives of defense modernization and professionalization of the National Army, to include phasing out mandatory conscription by 2021. Overall, the National Army suffers from low recruitment and retention across all ranks and fails to capitalize on opportunities to communicate the opportunities for soldiers to train and serve abroad as beneficiaries of foreign security assistance.

MoDA Requirements: The Moldovan Ministry of Defense (MoD) requests an advisor to work directly with senior leadership in the execution of the Long Term Defence Capabilities Development Plan (LTDCDP), which has a planning horizon through the year 2030 and is currently in draft stage. Through daily, continuous engagement, the advisor will support and assist in synchronizing and implementing MoD and General Staff (GS) efforts to transform the Moldovan military, reduce costs, and facilitate effective collaboration between government ministries, agencies, departments, and non-government organizations (NGO's).

Specific Tasks:

- Establish trust-based relationships with Ministry and GS senior leadership to facilitate an effective advisory environment.
- Assist Moldovan partners in developing sustainable ministerial structures, systems, processes, administrative functions, and communication flow to support the MoD and GS efforts to implement the significant changes needed to improve readiness.
- Analyze and enhance the capability and capacity of the Moldovan MoD and GS for strategic thinking, coordinated planning and military decision making to address strategic and operational requirements.
- Decompose complex problems into fundamental, objective-driven components that collectively achieve the desired overall outcomes.
- Use the National Defense Strategy and the National Military Strategy as a plan towards reform.
- Work in conjunction with the NATO Defense Capacity Building Initiative.

Required Knowledge/Skills/Abilities:

- Experience in developing and implementing organizational change and management solutions in large and complex organizations.
- Knowledge of organizational change methods, tools, and frameworks.

- Prior senior level experience at the Department, Service, or Combatant Command level.
- Fundamental knowledge of Institutional Capacity Building core processes (strategy and policy, force management, human resources management, acquisition and logistics, resource management, and defense governance) and the focus areas supporting security cooperation efforts.
- Demonstrated ability to effectively engage with senior civilian policymakers and military general/flag officers, both U.S. and foreign, and operate in complex interagency environments.
- Willingness to work collaboratively with Moldovan MoD officials and related NATO advisory and defense capacity building efforts.
- Proven self-starter who can work independently at various organizational levels and work successfully as a collaborative team member with executives, managers, leaders and staff from multiple functional areas.
- Demonstrated ability to work in a challenging and complex environment with limited resources and to apply innovative and creative solutions to resolve problems.
- Experience across the areas of leadership development, communications, and training.
- Exceptional interpersonal skills and experience in mentoring, training, and coaching others.
- Strong coordination and synchronization skills necessary to work with a wide range of USG security cooperation entities and individuals, related allied and multinational organizations, and assorted NGO efforts.

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 do a Temporary Change of Station (TCS) move to Moldova 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 is 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
3. Current SF-50 (redact SSN and date of birth)
4. Supervisor reference(s) required from current supervisor and supervisor from prior deployments to Iraq or Afghanistan (if applicable)
5. Documentation of command / component approval to deploy

Submit complete application package to the MoDA Program Office email address:

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

Command Approval 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/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