

MINISTRY of DEFENSE ADVISORS (MoDA) PROGRAM

Position Description: UKRAINE – Strategic Policy

Title: Senior Advisor, Strategy and Policy

Location: Kyiv, Ukraine

Grade: GS-14/15

Tour length: 12-24 months

COCOM: EUCOM

Clearance: NATO SECRET

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

Background:

The Ukraine government seeks to modernize and build the capacity of its national security and defense institutions to strengthen defense governance, enhance international defense cooperation, and build a more effective force to protect Ukraine's sovereignty. The President of Ukraine has signaled his desire for the defense establishment to move toward Euro-Atlantic integration as a way to meet this challenge and address gaps in Ukrainian defense capabilities.

The Senior Strategic Policy Advisor will consult with the Deputy Prime Minister (DPM) for European and Euro-Atlantic Integration and their national security team on furthering Government of Ukraine (GOU) -wide relations with the North Atlantic Treaty Organization (NATO) through their Commission on Interagency Cooperation between Ukraine and NATO. The centerpiece of this effort is advising the DPM's staff and the Ministry of Foreign Affairs (MFA) International Security Directorate on the drafting, tracking, assessing, and reporting of Ukraine's Annual National Program (ANP). The ANP document addresses all facets of the GOU's reform as related to Euro-Atlantic Integration. The Deputy Prime Minister (DPM) seeks to re-make the ANP into a document that measures success of the GOU in becoming a NATO-standard partner of Allies.

Specific Tasks:

- Assist Ukrainian partners in developing national security strategy and planning processes, specifically those supporting development of Ukraine's Annual National Program (ANP) and other NATO-Ukraine Commission efforts.
- Analyze and enhance the capability and capacity of the Ukrainian Ministry of Defense, Armed Forces and national security institutions for strategic thinking, coordinated planning and national security decision making to address immediate, critical strategic and operational requirements.
- Facilitate, encourage and motivate interagency and inter-ministerial coordination among Ukrainian stakeholders.
- Support the overall capacity building of defense governance and enterprise-wide management efforts.

Required Knowledge/Skills/Abilities:

- Experience with DoD, Joint Staff or Service - level policy, strategy, planning development, coordination, change management and an overall enterprise perspective.
- Knowledge of NATO policy and strategy; allied and partner cooperative activities, and European regional security issues.
- Strong coordination and synchronization skills necessary to work with a wide-range of Ukrainian, US, allied, and partner personnel and organizations.

Desired Knowledge/Skills/Abilities:

- Experience in NATO security, civil-military and partnership issues in a civilian capacity, ideally having prior experience working directly with the NATO International Staff in Brussels.

- Demonstrated communication skills and the ability to work collaboratively with counterparts to help achieve goals through the provision of quality advice, support and mentoring.
- Proven self-starter who can be successful working independently at various organizational levels and with executives, managers, leaders and staffs from multiple functional areas.
- Demonstrated ability to effectively engage with senior-level policymakers, military general officers and flag officers, both U.S. and foreign.
- Experience across the areas of leadership development, communications, training, and organizational development.
- Familiarity with Euro-Atlantic defense reform principles.
- Proven success in individual and organizational capacity building, and desire to share knowledge, mentor and coach others.
- Demonstrated ability to apply innovative and creative solutions to resolve problems in a challenging and complex environment with limited resources.

Additional Information:

- The selected MoDA will do a Temporary Change of Station (TCS) move to Kyiv 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 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:

dscan.cr.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.secnnav.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:

dscan.cr.bpc.list.modaprograminfo@mail.mil