

Kosovo MoDA Position Description

COCOM: EUCOM

Location: Pristina, Kosovo

Grade: GS-13/14/15

Function: Human Resources Advisor

Clearance: SECRET

Title: Senior Advisor

Tour length: 12 months

Background: In conjunction with the end of a period of “internationally supervised independence,” the Government of Kosovo recently concluded a two-year Strategic Security Sector Review (SSSR). The primary objective of this inter-ministerial review was to evaluate and revise the mission set of the Kosovo Security Force (KSF), which until now has been limited to disaster response, explosive ordnance disposal, and other forms of support to civil authorities. The SSSR has concluded that the KSF will become the Kosovo Armed Forces (KAF), and take on the more traditional military mission of defending Kosovo’s territory. The Ministry of the Kosovo Security Force (MKSF) has laid out a ten-year force development plan, the end state of which is a force double its current size, and organized and equipped along the lines of a light infantry brigade and a National Guard. This transformation will require significant investment of financial and human resources, and will be particularly challenging for a force unaccustomed to the practices of formal defense planning and programming. Transformation will occur in a complex political-military environment, given Kosovo’s contested status as a sovereign state and the continued presence of international security providers like NATO’s Kosovo Force (KFOR) and the European Union Rule of Law mission (EULEX).

Qualifications: The ideal candidate will have significant military force structure management experience in the application of HR procedures and practices. The applicant must demonstrate a sophisticated understanding of human resources planning, defense policy and program development at a Departmental or Service level, and how these processes relate to the functions of a Ministry of Defense (MoD) and subordinate military organizations. Candidates will ideally have prior senior level supervisory experience at the Departmental or Service level. The applicant should also have experience with U.S. interagency / inter-ministerial coordination, ideally having worked with other U.S. Government Departments or Agencies and have prior experience working in a coalition or multinational environment, or demonstrate a capability to do so. The advisor will support capacity building and advance the capabilities of the ministry staff and future MoD. COCOM, Service Headquarters, Joint Staff, or OSD level experience is highly desirable. NATO and international experience is also desirable. The advisor will work through an interpreter or in English.

Desired Skills/Capabilities:

- Demonstrated communication skills and the ability to work collaboratively with U.S. Embassy Country Team, host nation personnel and international counterparts to help them 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/staffs from multiple functional areas.
- Proven success in individual and organizational human resource capacity building and demonstrated ability to share knowledge, mentor and coach others.

- Demonstrated ability to work in an environment with limited resources and to apply innovative and creative solutions to resolve problems.
- Demonstrated creative problem solving skills and the ability to work independently or as part of a team.
- Exceptional interpersonal skills, preferably with experience in mentoring, training, and living in an international setting.
- Willingness and ability to partner with MoD officials and international partners on a daily basis.

Specific Tasks:

- Provides technical advice and guidance regarding a wide variety of military HR programs that include: officer, enlisted and civilian service, force management, personnel readiness, retention, evaluations, promotions, and separations.
- Recommends action to implement programs designed to provide optimum personnel manning and support.
- Assists with the development of KAF human resource management concepts, plans, and recommendations in support of the MoD requirements.
- Advises and assists the MoD on the implementation of automation tools related to MKSF and civilian human resource management such as: recruitment, force management, training requirements, career paths, promotion, and assignments.
- Contribute to the development and implementation of a KSF HR strategy related to the SSSR and its implementation plan.
- Assist with the development of policies and education standards for the accession, retention, promotion, and career progression of military and civilian members of the MoD.
- Support professional training and education programs to include literacy, computer skills, office automation/integration, and English language training.
- Support the development of programs that improve the education and training capabilities of the KAF.
- Support the development of fair and proper promotion and career management system that is inclusive of Kosovo's minority groups.

Additional Information:

- Incumbent must be able to obtain and maintain a SECRET security clearance.
- Incumbent must be available for detail from their home organization for a period of 14 months to include training, preparation, and a 12-month deployment.